KURDISTAN DEVELOPMENT MANAGEMENT SYSTEM

KDMS

KURDISTAN DEVELOPMENT MANAGEMENT SYSTEM (KDMS)

ANALYTICS

USER MANUAL

Version 1.1

SYNERGY INTERNATIONAL SYSTEMS

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1. INTRODUCTION

The purpose of this document is to describe how the *Kurdistan Development Management System (KDMS)* application functions and to provide the necessary instructions ensure successful work with the application. Use of this document and compliance with the standards specified herein is mandatory for anyone working with the mentioned application.

2. OVERVIEW

The *Kurdistan Development Management System (KDMS)* is an automated information management system which is designed to improve efficiency and coordination of donor activities in Kurdistan. It is also a powerful tool for tracking and analyzing aid flows. The system serves as the main database and data collection and reporting system as it ensures effective access to the aid data.

The main objectives of the *KDMS* is to serve as a reliable and credible source of information on overall donor contributions to Kurdistan's reconstruction, economic recovery and socio-economic development, as well as to support the Government in effectively managing development assistance and promoting the accountable and transparent use of resources.

The *KDMS* is a powerful tool to view project data organized into lists, reports, charts, and maps, present the project data in the form of list, chart and map reports, memorize/save the reports, print them, and export them into PDF, MS Word and MS Excel format files.

The *KDMS* is designed to provide quick access to the project and aid data remotely via Internet. Once you have accessed the application, you can view the project data stored in the database, add new projects, edit existing ones, etc.

In the current design, the *KDMS* consists of four applications, which are:

- **External Assistance Projects** – this application is designed to track the ongoing projects that are financed from external sources, e.g. donor community, International NGOs, etc. Once you have accessed this application, you are able to view project details, track aid flows to the country, and create analytical reports in the forms of Lists, Charts, and Maps. Moreover, in this application you can add new projects or modify the information of existing projects through the built-in *Online Data Entry Module*.

- **Donor Profile -** this application is designed to track the donor profile information. Moreover, it gives the donor organizations / entities the possibility to provide information about the amount of assistance provided to the country, etc. This is done in the built-in *Online Data Entry Module.* Also, you can create analytical reports in the forms of Lists and Charts.

- **Capital Investment Projects -** this application is designed to track the public investment projects that have been approved for the implementation and the projects that are currently being implemented. These projects comprise the Public Investment Portfolio and are financed out of the national budget. Once you have accessed this application, you are able to view project details and create analytical reports in the forms of Lists, Charts, and Maps. Moreover, in this application you can add new projects or modify the information of existing projects, which is done in the built-in *Online Data Entry Module*.

- **Kurdistan Development Projects** - this application is designed to consolidate the data from the two applications: *External Assistance Projects and Capital Investment Projects.*

- **Indicators** - this application is designed to track project indicators and the related progress.

The examples described in the sections below are based on the *External Assistance Projects* application.

The KDMS provides a web-based user interface and requires a web browser (Internet Explorer) pre-installed.

Note: To ensure more flexibility and a more user-friendly environment, the KDMS application has been implemented as a bi-lingual system allowing the data to be presented in the system in two languages: English and Arabic.

3. WHO USES KDMS?

The table below lists the groups of users that might be accessing and managing the *KDMS* application:

Users Group	Who are they?	Why they need KDMS access?
Administrators	KDMS system administrator.	Access to the entire data stored in *KDMS*.
Executing Body (ExB)	Ministry or Governorate users.	Responsible for creating a new project request with all the required data and saving it as a draft.
Assigned MoP Sectorial Unit (MSU)	Ministry of Planning's Sectorial Unit users.	Responsible for revising the draft project requests, making necessary changes and applying the draft for a submission. This user also negotiates with the Line Ministry before sending the draft forward to the MIU.
MoP Investment Unit (MIU)	Ministry of Planning's Investment Unit users.	Responsible for sending the revised draft project request for an approval first to the Council of Ministers and then to the country Parliament.

For each user group, a specific role is assigned by the KDMS system administrator, in accordance to the requirements. Depending on the role, users get certain permissions to add, edit or modify and view entries in the KDMS application.

Note: If you do not have enough permission to perform certain actions, please refer to your project coordinator or system administrator.

Besides the group listed above, customized groups may also be created on demand.

4. LOGGING INTO THE KDMS APPLICATION

The starting screen of the *KDMS* is the *Login Screen*. The application requires to enter a valid username and password and then to submit them. The section below provides for the necessary instructions on logging into the *KDMS* application. You may change the KDMS language into Arabic by pressing ھێروک ۆب ەڕۆگەیب link in the right upper corner of the page.

In order to log into the application, follow the steps described below:

1. Provide the username and password in the appropriate fields on the *Login Screen* (Figure 1).
2. Click the **Login** button.
   Note: The password is case sensitive.

krgkdms@gmail.com help
KURDISTAN DEVELOPMENT MANAGEMENT SYSTEM
The Kurdistan Development Management System (KDMS) is a comprehensive web-based application that manages the whole cycle of government and donor-funded development projects in Kurdistan, inclusive of social and economic as well environmental projects. The KDMS will also serve as a reliable, credible, and ultimately invaluable source of information on the distribution of development projects according to sectors, provinces and implementing agencies. The KDMS was designed to support and accompany the implementation of the National Development Plan (NDP) 2010-2014, which envisages approximately 3000 projects with a total value of US$186 billion to be implemented over the coming five years. This system was designed in collaboration by teams of experts from the Ministry of Planning, USAID/Tatweer, the UNDP, and Synergy International Systems. The KDMS will foster accountability and transparency in managing development resources in Kurdistan.
The KDMS is hosted on a secure server within the Ministry of Planning in Baghdad. However, users are able to access the system online. An offline version is also available for users with slower internet connectivity. Due to the cutting-edge processes and technology used to integrate JavaScript with Oracle 11g, this system is wholly capable of managing the complex portfolio of development projects across all of the 3 provinces of Lurdistan. Users of the system will include MoP staff, line ministries, governors' offices, executive offices of the GOI, and donor organizations.
ANALYTICS & REPORTING GUIDES
KDMS Analytics
KDMS Handbook
DATA ENTRY GUIDES
External Assistance Projects
Capital Investment Projects
Donor Profile
Indicator
Standard Operating Procedures
ENTER KDMS AS A GUEST
User Name
Password
Request a new account
Forgot your password?
LOGIN
Supported by:
USAID | IRAQ
TATWEER
UNOPS
Browser Requirement: Internet Explorer 6.0 or higher.
Powered by IDM 6.0 Copyright © 2001-2011 Synergy International Systems, Inc.

Figure 1: The KDMS Application Login Screen

A successful login directs to the *My Workspace* module of the *KDMS* application.

Note: If you have forgotten your password, you can retrieve it by clicking the **Forgot Your Password?** link in the *Login Screen* and confirming your identity. After submitting your identity information, you will receive the password into the e-mail account indicated.

4.1 Registering for a Username and Password

New users can sign up for a username and password to start using the system. In order to register in the system, follow the steps described below:

1. Click on the **Request a New Account** link at the bottom of the *Login Screen*. A *User Registration Form* (Figure 2) will appear.
2. Fill in the information requested.
3. Click the **Submit** button to submit the information provided.

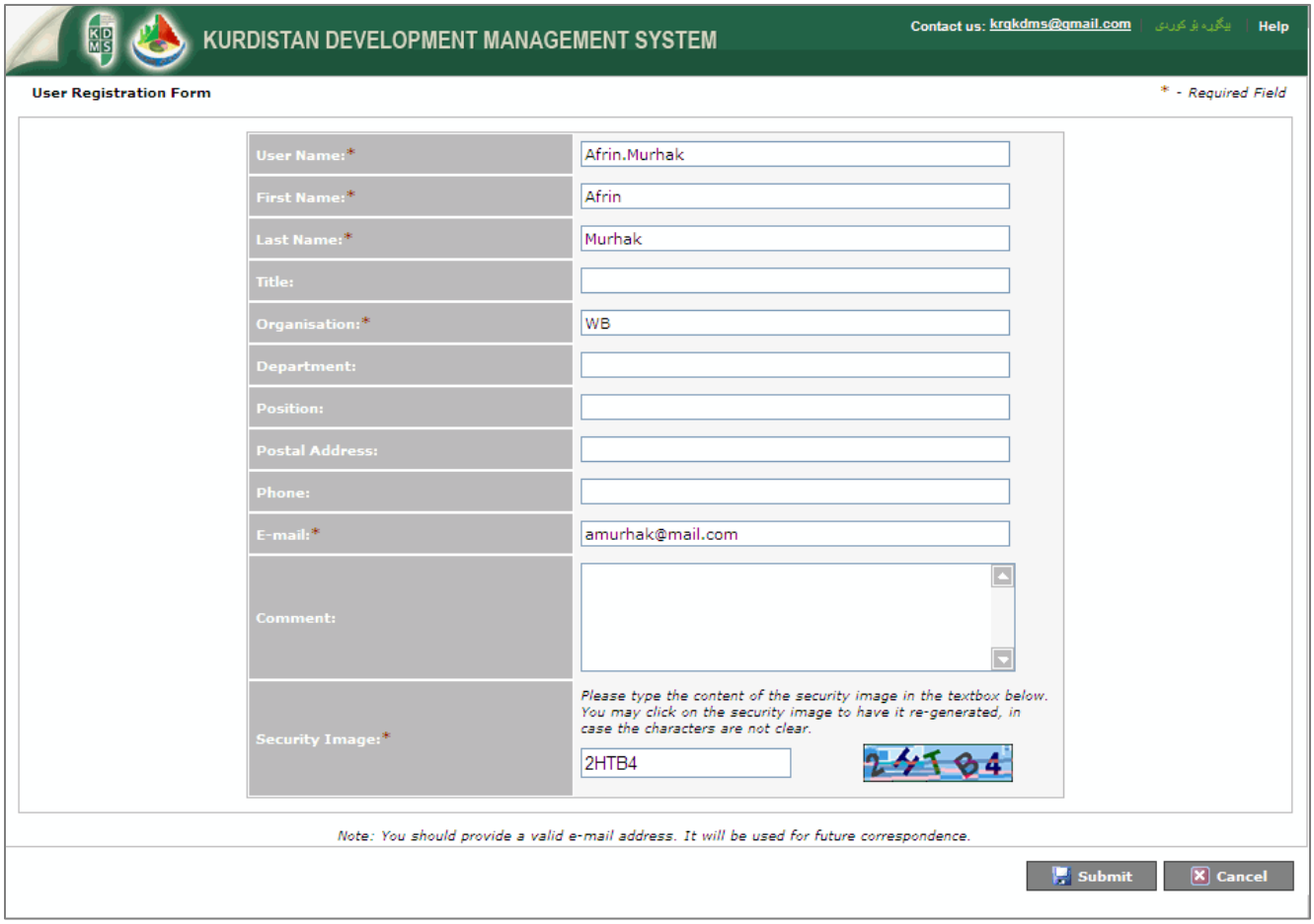

Figure 2: The User Registration Form

Once you submit the registration form, the KDMS's administrator receives a notification. The administrator will review the information submitted and either approve the application or reject it. In case the application is approved, you will receive an e-mail message to the provided e-mail address. The e-mail will contain your login information details (automatically generated username and password) and the link to the KDMS's login page.

Once logged in with the received username/password, you can manage your details, i.e. change personal data and the password. To edit personal details, log into the application, go to the My Profile section (Figure 3) and make the appropriate changes.

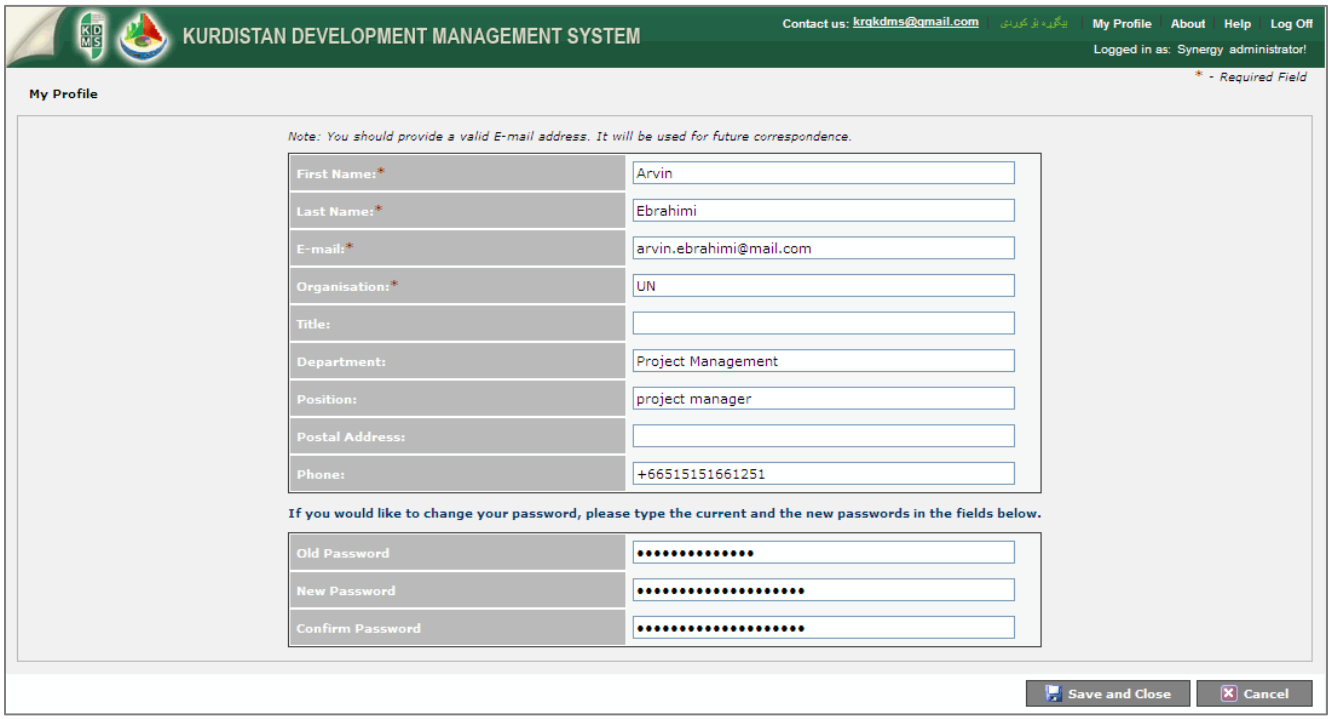

Figure 3: My Profile Section

4.2 Accessing KDMS without Registration

To ensure more flexibility and to provide access to the project data to a wider range of users, the system is designed in such a way that it allows public users to enter it without having to register for a username and password. Although, public users have access to the project data, they are not able to create new projects or modify / delete the existing ones.

Public users wishing to view project data should click on the **ENTER KDMS AS A GUEST** button (Figure 1). They will be directed to the *List* module of the *KDMS* application.

5. KDMS ANALYTICS STRUCTURE

The following applications are available in the current design of the *KDMS*:

- **External Assistance Projects** – serves for inserting and modifying the ongoing projects that are financed from external sources.
- **Donor Profile -** serves for inserting and modifying the donor profile information.
- **Capital Investment Projects -** serves for inserting and modifying the public investment projects that have been approved for the implementation and the projects that are currently being implemented. These projects comprise the Public Investment Portfolio and are financed out of the national budget.
- **Kurdistan Development Projects** - consolidates the data from the two applications: *External Assistance Projects and Capital Investment Projects.*
- **Indicators** - serves for inserting and modifying project indicators and the related progress.

The application contains a built-in online data entry possibility, which is designed to allow entering the corresponding data online from your web browser (Internet Explorer).

The *KDMS* consists of the following main sections:

- MY WORKSPACE MODULE – used for quick access to the projects registered in the *KDMS* system by the user's group.
- LIST MODULE – used to create and execute ad-hoc queries on the data, and acquire results in the form of a list.
- CHART MODULE – used to filter and display the data in a chart form.
- MAP MODULE - used to filter and display the data in a map form.
- REPORT MODULE – generates complex reports over one or more criteria and presents the output in the printable and user-friendly format.
- DASHBOARD MODULE - used for quick access to the projects registered in the *KDMS* system.

The *KDMS* main window has a complex preview as it is shown in the Figure 4.

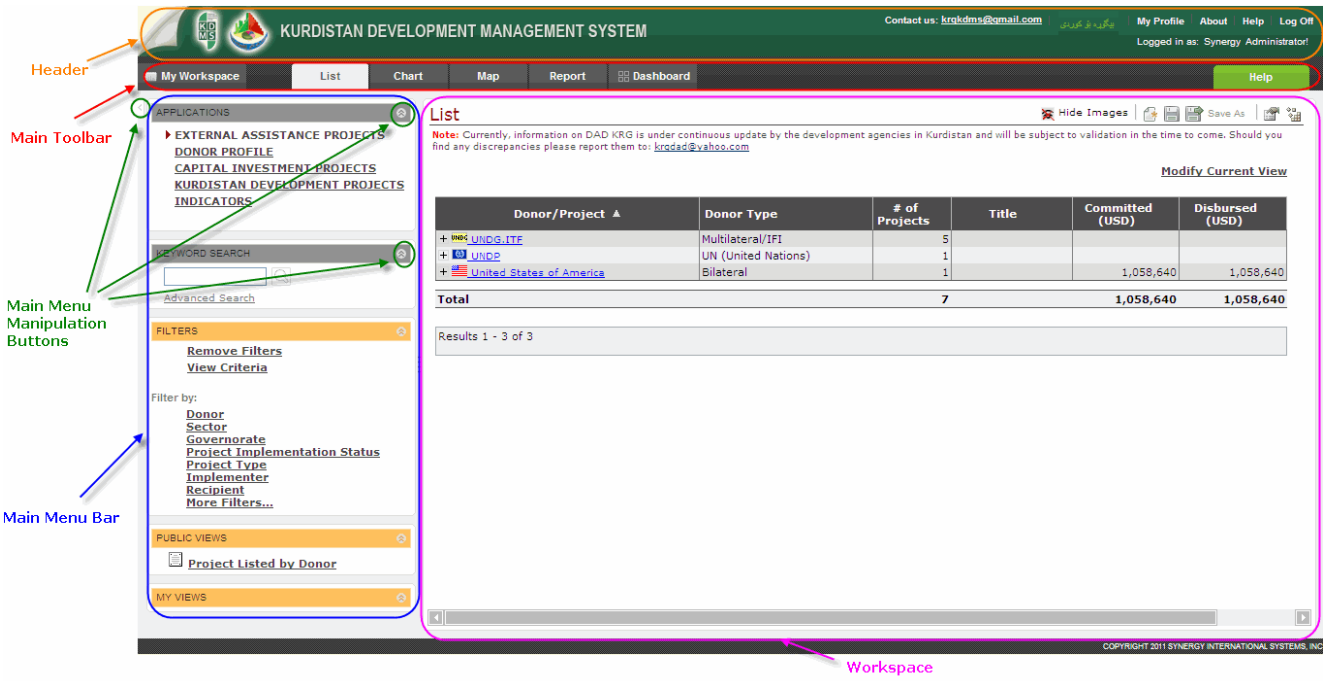

Figure 4: KDMS Analytics Structure

It contains the following components:

Component Name	Description
Header	This is the application header that contains application name and the KDMS logo. On the right side, following functions are available: • **Contact Us** – e-mail address of the KDMS System Administrator. • **My Profile** – this opens your personal settings and details. For details, see Registering for a Username and Password. • **About** – opens *KDMS* about window. • **Log Out** – this button is used to log off the application.
Main Toolbar	This is the main toolbar of the *KDMS* application. Following tabs are available here: • **My Workspace** – opens MY WORKSPACE MODULE to manage user specific projects. • **List** – opens the LIST MODULE of the selected Application (see Main Menu description below). • **Chart** –opens the CHART MODULE. • **Map** –opens the MAP MODULE. • **Report** - opens the REPORT MODULE. • **Dashboard** – opens the DASHBOARD MODULE for quick access to the projects registered in the *KDMS* system. • **Help** – opens the KDMS application's help.
Main Menu Bar	This menu contains sections with main functions of the KDMS application: • **Application** – lists all applications present in the *KDMS*.

	• **Search** –contains a common and advanced search functions among the selected application list. For details, see SEARCH. • **Filter** – contains filtering options. For details, see FILTERING. • **Public Views/Charts/Maps/Reports** – saved list views / charts / maps / reports (depending on the opened module) available to all users of the application. • **My Views/Charts/Maps/Reports** – views / charts / maps / reports (depending on the opened module) created by and available to the current user only.
Main Menu Manipulation Buttons	• **Left/Right arrows** ( ) – used to hide/open the Main Menu bar. • **Up/Down arrows** ( ) – used to collapse/expand the section in the Main Menu bar. • **Frame Divider** – used to adjust the width of the Main Menu bar.
Workspace	In this frame all applications and modules are managed. Here are filtering and search results displayed.

6. MY WORKSPACE MODULE

The *My Workspace* section (Figure 5) of the *KDMS* application provides quick access to the projects and indicators created corresponding user.

In order to access *My Workspace* module, click on the **My Workspace** tab in the Main Menu of *KDMS* application. Editing permissions of records in *My Workspace* can be based on the user (whether the user has created the record) or user's group (whether someone from the group user belongs to has created the record). All these permissions are granted and managed from KDMS Administration Center.

My Workspace contains the following sections:

- **External Assistance Projects** – the draft and submitted external assistance projects are displayed here. See External Assistance Projects in My Workspace Module.
- **Capital Investments Projects** - the draft requests and approved capital investment projects are displayed here. See Capital Investment Projects in My Workspace Module.
- **NDP Indicators** – the National Development Plan Indicators are displayed here. See NDP Indicators in My Workspace Module.

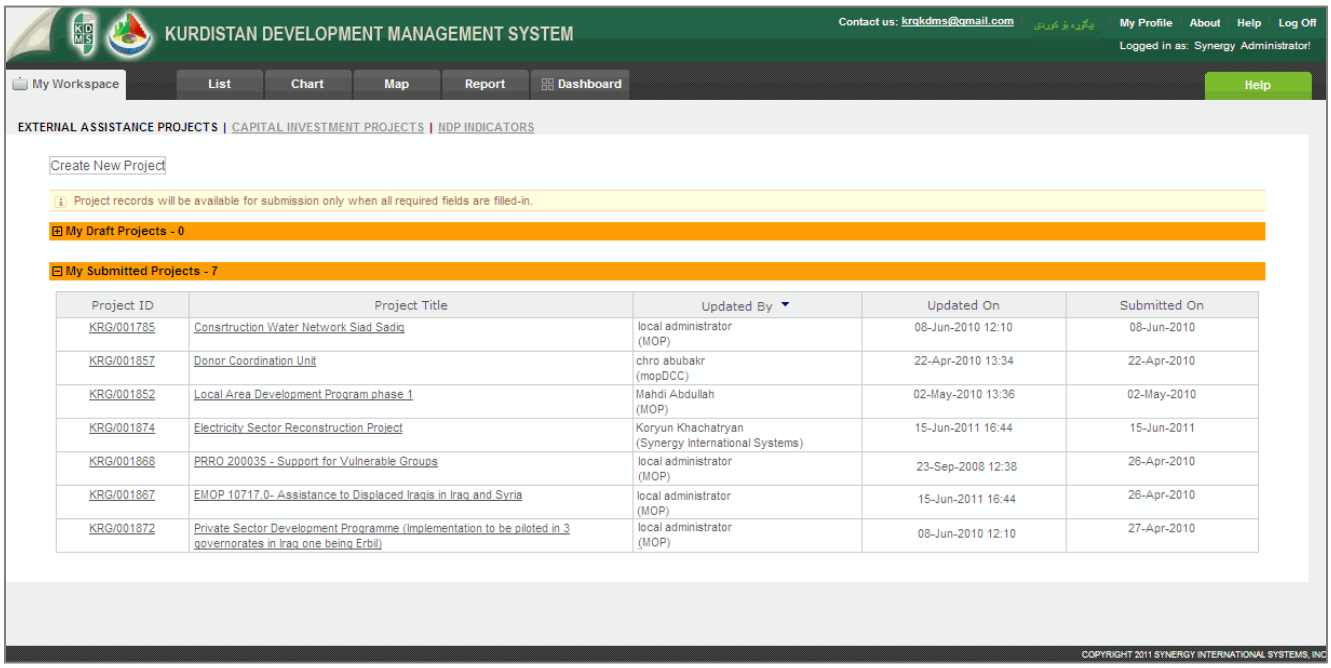
KURDISTAN DEVELOPMENT MANAGEMENT SYSTEM
Contact us: krgkdms@gmail.com
My Profile | About | Help | Log Off
Logged in as: Synergy Administrator!
My Workspace
List
Chart
Map
Report
Dashboard
Help
EXTERNAL ASSISTANCE PROJECTS | CAPITAL INVESTMENT PROJECTS | NDP INDICATORS
Create New Project
Project records will be available for submission only when all required fields are filled-in.
My Draft Projects - 0
My Submitted Projects - 7
Project ID | Project Title | Updated By | Updated On | Submitted On
KRG/001785 | Consrtruction Water Network Siad Sadiq | local administrator (MOP) | 08-Jun-2010 12:10 | 08-Jun-2010
KRG/001857 | Donor Coordination Unit | chro abubakr (mopDCC) | 22-Apr-2010 13:34 | 22-Apr-2010
KRG/001852 | Local Area Development Program phase 1 | Mahdi Abdullah (MOP) | 02-May-2010 13:36 | 02-May-2010
KRG/001874 | Electricity Sector Reconstruction Project | Koryun Khachatryan (Synergy International Systems) | 15-Jun-2011 16:44 | 15-Jun-2011
KRG/001868 | PRRO 200035 - Support for Vulnerable Groups | local administrator (MOP) | 23-Sep-2008 12:38 | 26-Apr-2010
KRG/001867 | EMOP 10717.0- Assistance to Displaced Iragis in Iraq and Syria | local administrator (MOP) | 15-Jun-2011 16:44 | 26-Apr-2010
KRG/001872 | Private Sector Development Programme (Implementation to be piloted in 3 governorates in Iraq one being Erbil) | local administrator (MOP) | 08-Jun-2010 12:10 | 27-Apr-2010
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Figure 5: My Workspace Section

6.1 External Assistance Projects in My Workspace Module

In this page you may see a list of draft and submitted external assistance projects. Each project created in KDMS either from *My Workspace* module or from the corresponding application should get submitted first in order to become public and official. Below is the procedure of project submission:

- User adds an external assistance project. It is saved as a draft in the user's workspace, in the *My Draft Projects* list (Figure 6). Drafts may also be viewed and edited by others users that have the corresponding permissions. Further, drafts should be revised by the user or by the corresponding project manager.
- If all mandatory fields are filled in the project form, then draft gets a "Ready" state in the *Ready for Submission?* column of the drafts table. If at least one mandatory field is not yet filled, the draft has "Not Ready" state.
- Only drafts with the "Ready" state can be submitted. To submit the draft, press the **Submit** button ( ) in the *My Draft Projects* table.

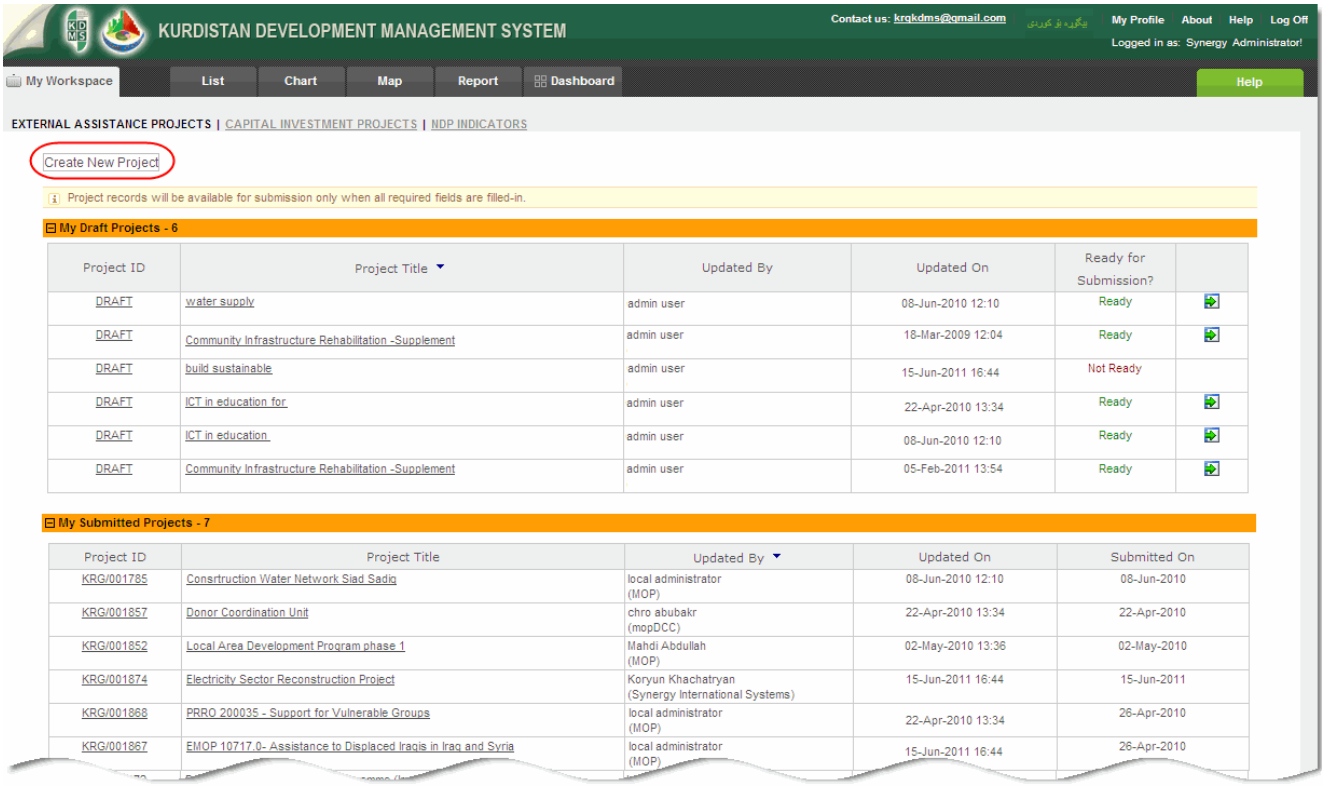
KURDISTAN DEVELOPMENT MANAGEMENT SYSTEM
Contact us: krgkdms@gmail.com
My Profile
About
Help
Log Off
Logged in as: Synergy Administrator!
My Workspace
List
Chart
Map
Report
Dashboard
Help
EXTERNAL ASSISTANCE PROJECTS | CAPITAL INVESTMENT PROJECTS | NDP INDICATORS
Create New Project
Project records will be available for submission only when all required fields are filled-in.
My Draft Projects - 6
Project ID
Project Title
Updated By
Updated On
Ready for Submission?
DRAFT water supply admin user 08-Jun-2010 12:10 Ready
DRAFT Community Infrastructure Rehabilitation -Supplement admin user 18-Mar-2009 12:04 Ready
DRAFT build sustainable admin user 15-Jun-2011 16:44 Not Ready
DRAFT ICT in education for admin user 22-Apr-2010 13:34 Ready
DRAFT ICT in education admin user 08-Jun-2010 12:10 Ready
DRAFT Community Infrastructure Rehabilitation -Supplement admin user 05-Feb-2011 13:54 Ready
My Submitted Projects - 7
Project ID
Project Title
Updated By
Updated On
Submitted On
KRG/001785 Consrtruction Water Network Siad Sadiq local administrator (MOP) 08-Jun-2010 12:10 08-Jun-2010
KRG/001857 Donor Coordination Unit chro abubakr (mopDCC) 22-Apr-2010 13:34 22-Apr-2010
KRG/001852 Local Area Development Program phase 1 Mahdi Abdullah (MOP) 02-May-2010 13:36 02-May-2010
KRG/001874 Electricity Sector Reconstruction Project Koryun Khachatryan (Synergy International Systems) 15-Jun-2011 16:44 15-Jun-2011
KRG/001868 PRRO 200035 - Support for Vulnerable Groups local administrator (MOP) 22-Apr-2010 13:34 26-Apr-2010
KRG/001867 EMOP 10717.0- Assistance to Displaced Iragis in Iraq and Syria local administrator (MOP) 15-Jun-2011 16:44 26-Apr-2010

Figure 6: External Assistance Projects Section in My Workspace

Note: Only submitted drafts are displayed in the External Assistance Projects application's **List** table (see REFERENCES) and accessible to other users of KDMS application.

In this section, the external assistance project may be created; details of the existing projects can be viewed and edited.

The information displayed in **My Workspace** for each project includes the following information:

- **Project ID** – the code of the External Assistance Project,
- **Project Title** – the title of the External Assistance Project,
- **Updated By** – last update author,
- **Updated On** – last update date,
- **Ready for Submission?** – indicates whether all mandatory fields are provided in the project draft and it is ready to be submitted or not. If the project draft is ready to be submitted, a corresponding **Submit** button ( ) appears next to this column.

6.1.1 Adding an External Assistance Project

To add a new external assistance project from *My Workspace* module, follow the instructions below:

1. Go to the **External Assistance Projects** tab of *My Workspace* module.
2. Click the **Create New Project** button (Figure 6).
3. This will open an **Add External Assistance Project** form which is described in the External Assistance Projects Application Users Manual, see REFERENCES.

6.1.2 Viewing External Assistance Project Details

Depending on your permissions you may also see or edit external assistance projects added by other users.

To view details of drafts and submitted projects in the *My Workspace* module, follow the steps below:

1. Go to the **My Workspace** module.
2. Click the **External Assistance Project** tab.
3. Expand the **My Drafts Projects** or **My Submitted Projects** list correspondingly (Figure 6).
4. Click on the project you wish to see the details for. This will open external assistance project details. For details, see REFERENCES.

6.2 Capital Investment Projects in My Workspace Module

To create a capital investment project in the KDMS, you should first add a project request, which should pass an approval procedure first and then become a project (see Project Request Approval Procedure). The approval of the project requests is handled by the MoP Investment Unit users. Before project request gets approved, it should be first submitted as a draft request and then pass a revision cycle. The approved request is copied into a project entry, while request itself remains in the system as well. Both the submitted requests and the approved projects are visible from the LIST MODULE and are available for analytics in CHART MODULE, MAP MODULE and REPORT MODULE of the KDMS application.

Note: To keep the project active, the responsible entity should re-submit the project request every year.

The **Capital Investment Project** section of the *My Workspace* module is divided into three groups (Figure 7): **My Draft Funding Requests**, **Submitted Funding Requests** and **Approved Projects**. These lists display the draft and submitted project requests and the approved capital investment projects correspondingly.

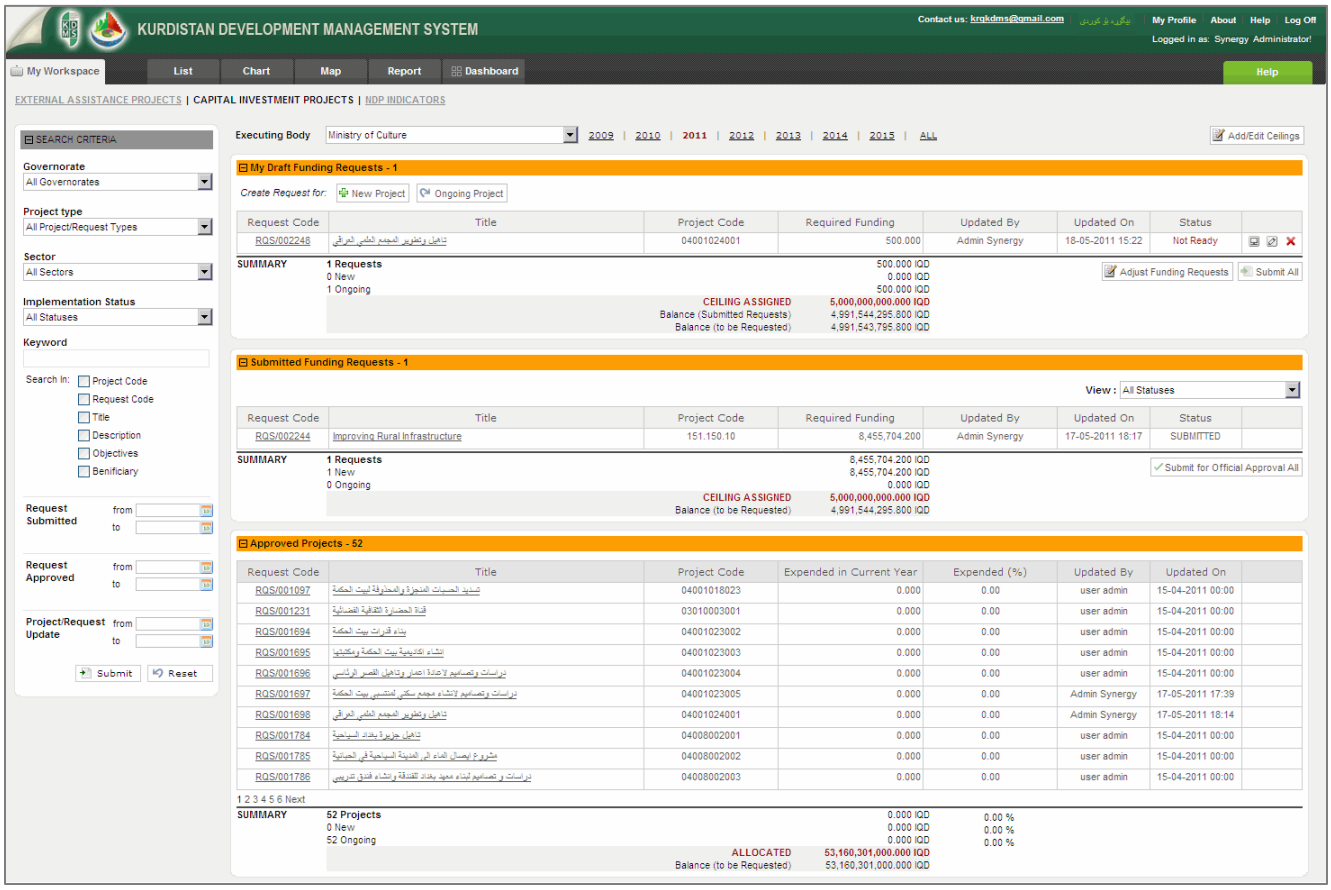
KURDISTAN DEVELOPMENT MANAGEMENT SYSTEM
Contact us: krgkdms@gmail.com
My Profile About Help Log Off
Logged in as: Synergy Administrator
My Workspace List Chart Map Report Dashboard Help
EXTERNAL ASSISTANCE PROJECTS | CAPITAL INVESTMENT PROJECTS | NDP INDICATORS
SEARCH CRITERIA
Governorate
All Governorates
Project type
All Project/Request Types
Sector
All Sectors
Implementation Status
All Statuses
Keyword
Search In: Project Code Request Code Title Description Objectives Beneficiary
Request Submitted from to
Request Approved from to
Project/Request Update from to
Submit Reset
Executing Body Ministry of Culture
2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | ALL
Add/Edit Ceilings
My Draft Funding Requests - 1
Create Request for: New Project Ongoing Project
Request Code Title Project Code Required Funding Updated By Updated On Status
RQS/002248 تاهيل وتطوير المجمع الطبي الرقي 04001024001 500.000 Admin Synergy 18-05-2011 15:22 Not Ready
SUMMARY 1 Requests 500.000 IQD
0 New 0.000 IQD
1 Ongoing 500.000 IQD
CEILING ASSIGNED 5,000,000,000.000 IQD
Balance (Submitted Requests) 4,991,544,295.800 IQD
Balance (to be Requested) 4,991,543,795.800 IQD
Adjust Funding Requests Submit All
Submitted Funding Requests - 1
View: All Statuses
Request Code Title Project Code Required Funding Updated By Updated On Status
RQS/002244 Improving Rural Infrastructure 151.150.10 8,455,704.200 Admin Synergy 17-05-2011 18:17 SUBMITTED
SUMMARY 1 Requests 8,455,704.200 IQD
1 New 8,455,704.200 IQD
0 Ongoing 0.000 IQD
CEILING ASSIGNED 5,000,000,000.000 IQD
Balance (to be Requested) 4,991,544,295.800 IQD
Submit for Official Approval All
Approved Projects - 52
Request Code Title Project Code Expended in Current Year Expended (%) Updated By Updated On
RQS/001097 تشييد الحسينيات المنجزة والمحاذية لبيت الحكمة 04001018023 0.000 0.00 user admin 15-04-2011 00:00
RQS/001231 قناة الحضارة الثقافية الفضائية 03010003001 0.000 0.00 user admin 15-04-2011 00:00
RQS/001694 بناء قدرات بيت الحكمة 04001023002 0.000 0.00 user admin 15-04-2011 00:00
RQS/001695 انشاء اكاديمية بيت الحكمة ومكتبتها 04001023003 0.000 0.00 user admin 15-04-2011 00:00
RQS/001696 دراسات وتصاميم لاعادة اعمار وتاهيل القصر الرئاسي 04001023004 0.000 0.00 user admin 15-04-2011 00:00
RQS/001697 دراسات وتصاميم لإنشاء مجمع سكني لمنتسبي بيت الحكمة 04001023005 0.000 0.00 Admin Synergy 17-05-2011 17:39
RQS/001698 تاهيل وتطوير المجمع الطبي الرقي 04001024001 0.000 0.00 Admin Synergy 17-05-2011 18:14
RQS/001784 تاهيل جزيرة بغداد السياحية 04008002001 0.000 0.00 user admin 15-04-2011 00:00
RQS/001785 مشروع إيصال الماء الى المدينة السياحية في الحبانية 04008002002 0.000 0.00 user admin 15-04-2011 00:00
RQS/001786 دراسات و تصاميم لبناء معهد بغداد للفندقة وانشاء فندق تدريبي 04008002003 0.000 0.00 user admin 15-04-2011 00:00
1 2 3 4 5 6 Next
SUMMARY 52 Projects 0.000 IQD 0.00 %
0 New 0.000 IQD 0.00 %
52 Ongoing 0.000 IQD 0.00 %
ALLOCATED 53,160,301,000.000 IQD
Balance (to be Requested) 53,160,301,000.000 IQD

Figure 7: Capital Investment Projects Section in My Workspace

Certain actions are available for each of these sections. For details see the corresponding list description below.

The **Capital Investment Indicators** section in *My Workspace* module is enriched with an advanced search mechanism. For details, see chapter Search in Capital Investment Projects.

The **Add/Edit Ceilings** button is used to adjust Budget Ceilings of GoK (Government of Kurdistan) entities for the corresponding year. This option is only available to the KDMS administrators and MoP Investment Unit group users. For details, see Adjust Budget Ceilings.

6.2.1 My Draft Funding Requests

The **My Draft Funding Requests** list displays the draft requests created by the Executing Body group users. The following information is displayed in the list:

- **Request Code** – the code of the request. You will see the request code here if the request is copied from an approved project, and *New* for the new request for the selected year.
- **Title** – the title of the request,
- **Project Code** – the request related project code,
- **Required Funding** – the funds requested in the request,
- **Updated By** – last update author,

- **Updated On** – last update date,
- **Status** - the status of the draft: *Ready* when all mandatory fields are provided, and *Not Ready* when some mandatory information is missing.
- **Actions** – you may view ( ), edit ( ) and delete ( ) the draft request.

The following functions are available for the **My Draft Funding Requests** list (Figure 8):

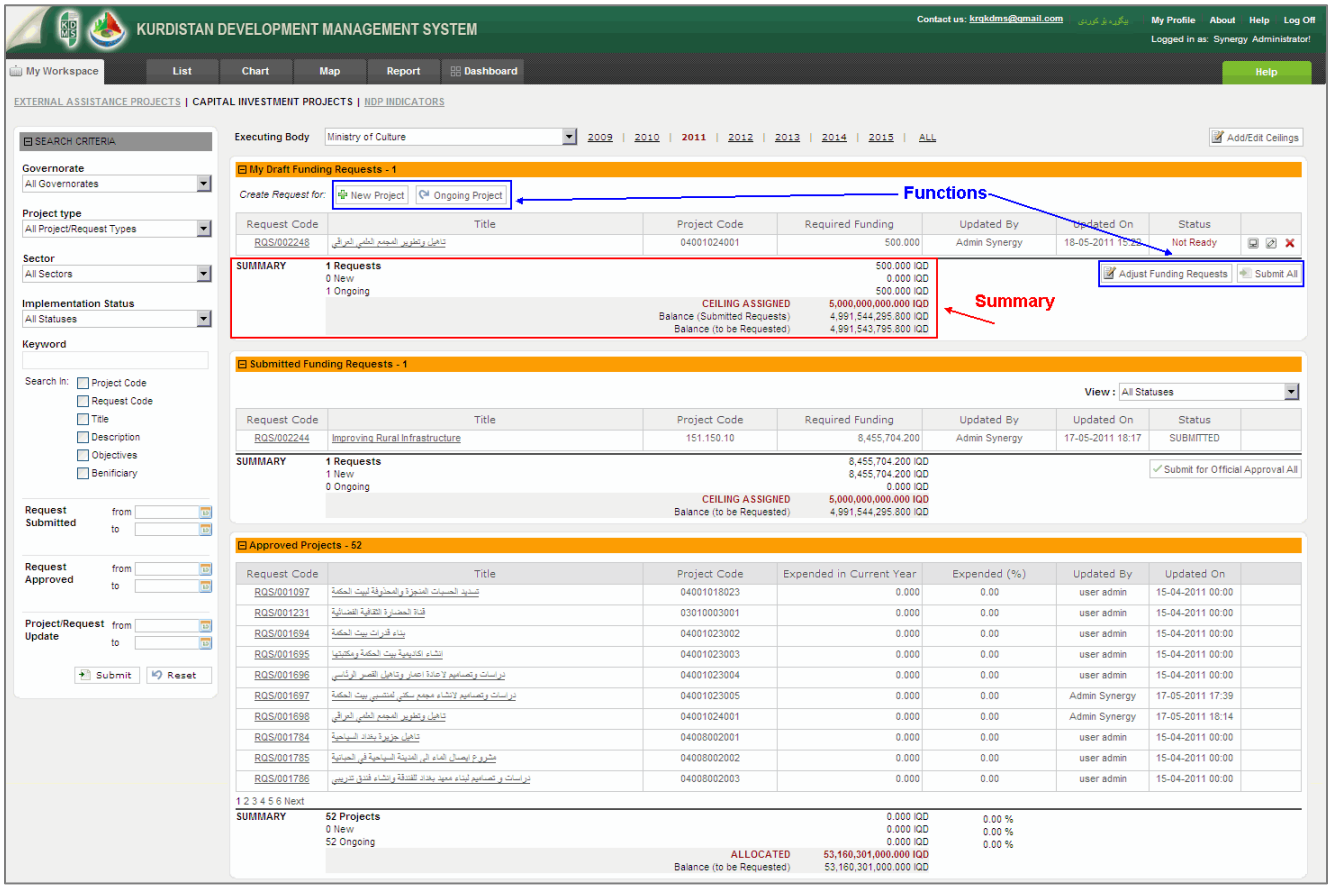

Figure 8: Functions and Summary in Draft List of Capital Investment Projects Section

- **New Project** – opens a form where new project request may be created. For details on the *New Project* form, see KDMS Capital Investments Projects Application User Manual (see REFERENCES).
- **Ongoing Project** – opens a list of approved projects for the selected Executing Body for the selected year (Figure 9). This list displays only projects marked other than Accomplished (set from the field **Implementation Status**, in *KDMS Capital Investments Projects Application User Manual*, see REFERENCES) and with the Start/End Dates spanning the selected year. Projects that already have an ongoing request created for the selected year are not listed here.

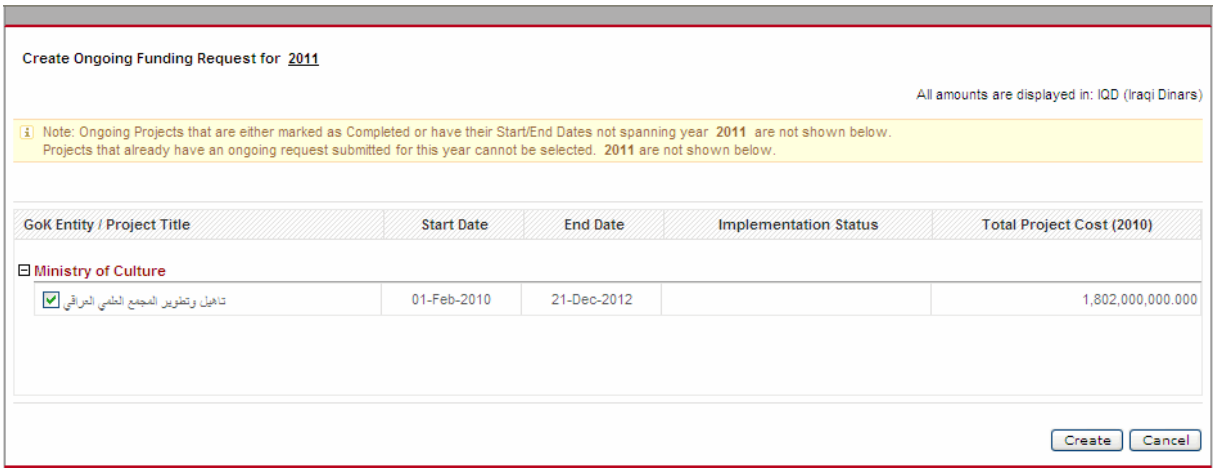
Create Ongoing Funding Request for 2011
All amounts are displayed in: IQD (Iraqi Dinars)
Note: Ongoing Projects that are either marked as Completed or have their Start/End Dates not spanning year 2011 are not shown below.
Projects that already have an ongoing request submitted for this year cannot be selected. 2011 are not shown below.
GoK Entity / Project Title
Start Date
End Date
Implementation Status
Total Project Cost (2010)
Ministry of Culture
تاهيل وتطوير المجمع العلمي العراقي
01-Feb-2010
21-Dec-2012
1,802,000,000.000
Create
Cancel

Figure 9: Create Ongoing Funding Request Window

By selecting the ongoing project you may create a new request for the current year for that project. To do that, expand the GoK list, choose one or more ongoing projects and press **Create** button. The new funding request will be generated with the unique *Request Code* and will appear in the *My Draft Funding Requests* list. The project **Type** for the new funding requests will be "Ongoing".

- **Adjust Funding Requests** – available for administrator and Executing Body group users and displays a list of GoK (Government of Kurdistan) entity the Executing Body is responsible for all the whole list of entities for the administrator. Here you may adjust the yearly allocations for the requests' local and foreign amounts. For details, see Adjust Project Funding Requests/Allocations.
- **Submit All** – submits all draft requests in the list.
  Note: This button is only available when all drafts have status "Ready" and the **Balance (to be Requested)** summary field has a positive value (for details on balance requirements, see below).

The following summary is displayed for the **My Draft Funding Requests** list:

- **Requests** – the number of draft requests in the list and the total required funds for those drafts.
- **New** – the number of new drafts in the list and the total required funds for those drafts.
- **Ongoing** – the number of ongoing drafts (requests created for ongoing projects) in the list and the total required funds for those drafts.
- **CEILING ASSIGNED** – the ceilings assigned to the selected Executing Body, as defined in the *Final Allocation* field of the *Adjust Budget Ceilings* form. For details, see Adjust Budget Ceilings.
- **Balance (Submitted Requests) –** the remainder calculated based on the Assigned Ceiling and the total of all submitted requested funds.
- **Balance (to be Requested) -** the remainder calculated based on the Assigned Ceiling, the total of all draft and submitted requested funds.

6.2.2 Submitted Funding Requests

The **Submitted Funding Requests** list displays the submitted requests (Figure 10) created by the Assigned MoP Sectorial Unit group users. The following information is displayed in the list:

- **Request Code** – the code of the request. You will see the request code here if the request is copied from an approved project, and *New* for the new request for the selected year.
- **Title** – the title of the request,
- **Project Code** – the request related project code,
- **Required Funding** – the funds requested in the request,
- **Updated By** – last update author,
- **Updated On** – last update date,
- **Status** - the status of the submitted project describes its revision stage. The following statuses are available:
  - **ABANDONED** - appears when the project is abandoned.
    Note: The abandoned projects remain in the *Submitted Funding Requests* list for the current year and cannot be deleted.
  - **NEGOTIATION** – appears when project request is in a negotiation with the relevant Line Ministry.
  - **PENDING APPROVAL** – appears when the MoP Sectoral Unit requires further revisions made on the project request.
  - **PROCESSED** – appears when the project request has been accepted by the MoP Sectoral Unit and there are enough funds available (per assigned ceilings of the corresponding Executing Body, see Adjust Budget Ceilings).
  - **REJECTED** – appears when the project is rejected.
  - **REQUIRING FUNDING** – appears when there is lack of funds requested in the project.
  - **SUBMITTED** – appears when the project is submitted to the revision.
  - **UNDER PRIMARY REVIEW** – appears when the MoP Sectoral Unit is reviewing the project.
  - **UNDER SPECIALIZED REVIEW** – appears when a specialized review is necessary and the responsible MoP Sectoral Unit forwards the project request to another MoP Sectoral Unit for further advice.
  - **UNDERGOING REVISIONS** – appears when the MoP Sectoral Unit requires further revisions made on the project request.
  - **VERIFICATION** – appears when project is sent to verification internally within the MoP Sectoral Unit.

The following functions are available for the **Approved Projects** list (Figure 10):

- **View** – you may filter the submitted requests in the *Submitted Funding Requests* list by the specific report status. The **View** drop-down list contains all statuses that the request can get in the submission cycle. By selecting the certain status from the list, only requests with the specific status will be displayed in the *Submitted Funding Requests* list.
- **Submit for Official Approval All** – sends all requests in the list for an approval.
  Note: This button appears when all submitted requests passed a revision, have the status **PROCESSED** and when for all projects in the list available funds exist in the Budget

Ceilings (see Adjust Budget Ceilings). Please note, that if a GoK entity has other projects submitted, the available funds for the new project will be calculated depending on the ceiling allocated to the corresponding GoK entity and the funds already used by other approved projects for the selected year.

Note: If you have projects in the *Submitted Funding Requests* list that are not ready to the submission, but others with the **PROCESSED** state do, you should first filter the processed projects by selecting the **PROCESSED** state from the **View** drop-down list and then submit the processed projects.

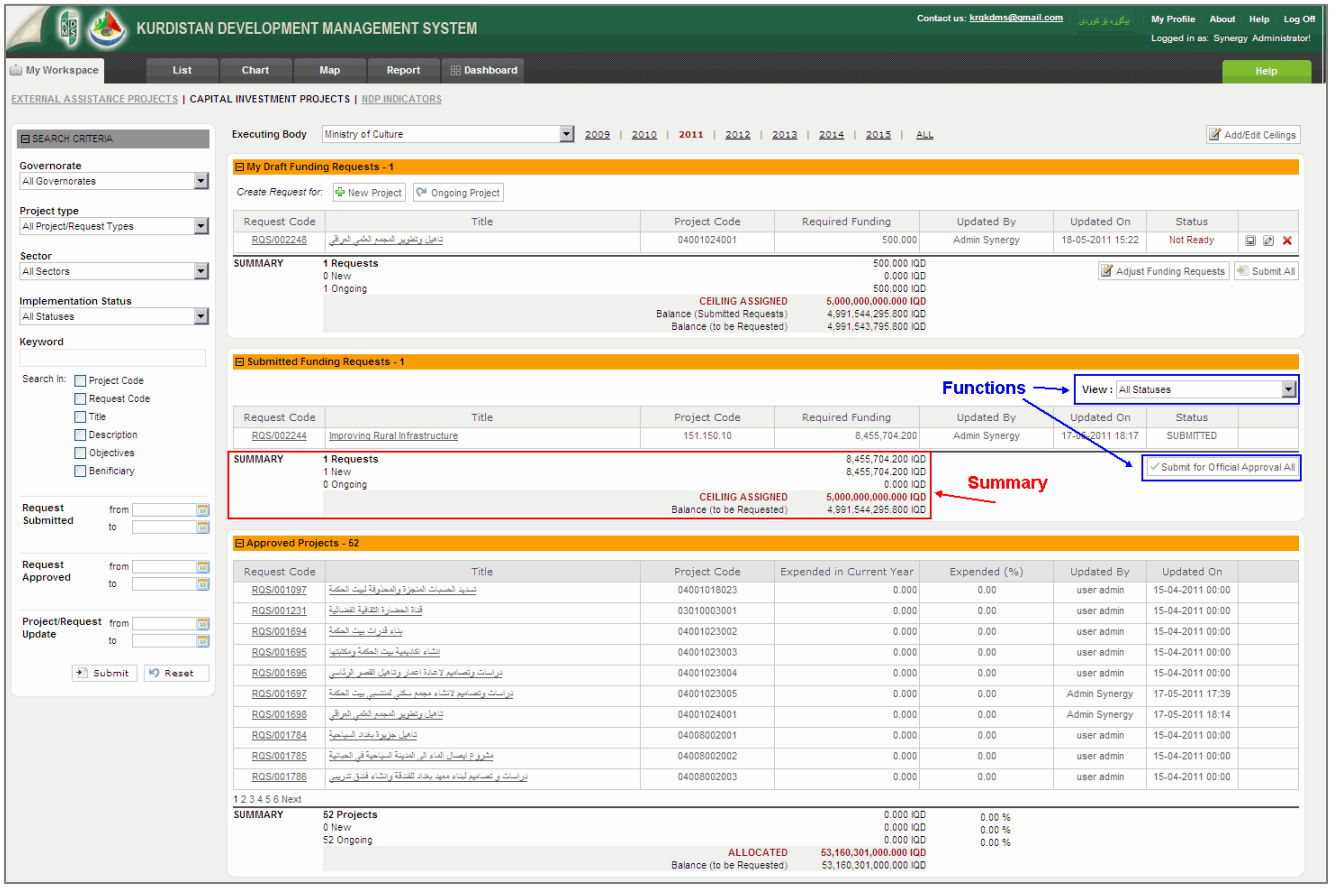

Figure 10: Functions and Summary in Submitted List of Capital Investment Projects Section

The following summary is displayed for the **Submitted Funding Requests** list:

- **Requests** – the number of submitted requests in the list and the total required funds for those requests.
- **New** – the number of new drafts in the list and the total required funds for those requests.
- **Ongoing** – the number of ongoing project requests (created for ongoing projects) in the list and the total required funds for those requests.
- **CEILING ASSIGNED** – the ceilings assigned to the selected Executing Body, as defined in the *Final Allocation* field of the *Adjust Budget Ceilings* form. For details, see Adjust Budget Ceilings.
- **Balance (Submitted Requests) -** the remainder calculated based on the Assigned Ceiling and the total of all submitted requested funds.

- **Balance (to be Requested) –** the remainder calculated based on the Assigned Ceiling, the total of all draft and submitted requested funds.

6.2.3 Approved Projects

The **Approved Projects** list displays projects approved by the MoP Investment Unit group users (Figure 11). The following information is displayed in the list:

- **Request Code** – the code of the request. You will see the request code here if the request is copied from an approved project, and *New* for the new request for the selected year.
- **Title** – the title of the project.
- **Project Code** – the project code.
- **Expended in Current Year** – the funds expended for the project in the selected year,
- **Expended (%)** – the expended funds from the originally approved amount allocated for the selected year.
- **Updated By** – last update author.
- **Updated On** – last update date.

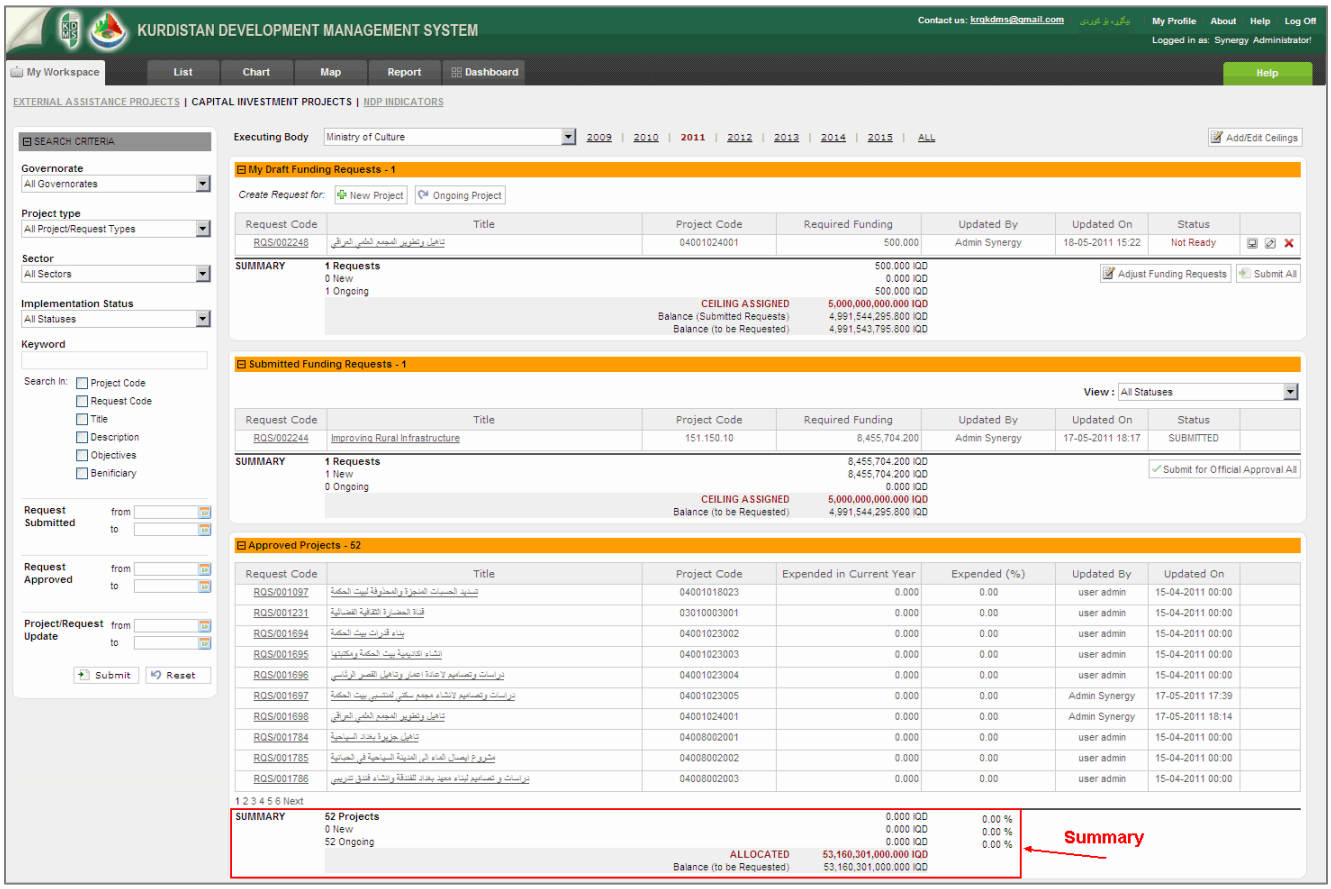

Figure 11: Summary in Approved List of Capital Investment Projects Section

The following summary is displayed for the **Approved Projects** list:

- **Projects** – the number of approved projects in the list and the total required funds for those projects.
- **New** – the number of new approved projects in the list and the total required funds for those projects.
- **Ongoing** – the number of ongoing approved projects (created for ongoing projects) in the list and the total required funds for those projects.
- **ALLOCATED** – the total funds allocated for all approved projects.
- **Balance (to be Requested) –** the remainder calculated based on the Assigned Ceiling (see Adjust Budget Ceilings), the total of all draft and submitted requested funds.

6.2.4 Adjust Budget Ceilings

In the **Adjust Budget Ceilings** form (Figure 12) adjust Budget Ceilings of GoK (Government of Kurdistan) entities for the corresponding year. The GoK entities are grouped in funds.

Note: The users can only be associated to Government Investment Fund and Regional Development Fund. Other funds in the list do not have any user associations.

Adjust Budget Ceilings of GoI Entities for Year 2011
* - Required Field
All amounts are displayed in: IQD (Iraqi Dinars)
Fund / GoK Entity
NDP Allocation *
Planned Allocation *
Changes *
Rollover Amount *
Final Allocation *
Government Investment Fund 415000 40000 50000 150000 5000000000
Amanit Baghdad
Council of Ministers
Government of Kurdistan Region
Iraq Council of Representatives
Iraqi Presidency
Ministry of Agriculture
Ministry of Communications
Ministry of Construction and Housing
Ministry of Culture 415000 40000 50000 150000 5000000000
Ministry of Defence
Ministry of Displaced and Migrants (MoDM)
Ministry of Education
Ministry of Electricity
Ministry of Environment
Ministry of Finance
Ministry of Foreign Affairs
Ministry of Health
Ministry of Higher Education and Scientific Research
Ministry of Human Rights
Ministry of Industry and Minerals
Ministry of Interior
Ministry of Justice
Ministry of Labor Social Affairs
Ministry of Municipalities and Public Works
Ministry of Oil
Ministry of Planning
Ministry of Science & Technology
Ministry of Trading
Ministry of Transport
Ministry of Water Resources
Ministry of Youth and Sports
Offices not Affiliated to a Ministry
Prime Minister Office
Supreme Judicial council
Regional Development Fund 0 0 0 0 0
Petro-Dollar Fund 0 0 0 0 0
Kurdistan Regional Government 0 0 0 0 0
Other 0 0 0 0 0
TOTAL 415000 40000 50000 150000 5000000000
Justification for changes *
ENG
The ceilings are updated according to the latest report 15.05.2011.
ARB
.The ceilings are updated according to the latest report 15.05.2011
Attach Document
(e.g. project document, monitoring reports, and other)
Ceiling Report
Added by Synergy Admin on 18-May-2011, 17:20
Add Attachment
User Activity Log
Show: Last 5
Field
Original Value
New Value
Synergy Admin (1) - 18-MAY-2011 11:46
Budget Ceilings of GoI Entities - Government Investment Fund | Ministry of Culture - Final Allocation
5,000,000
5,000,000,000
Synergy Admin (2) - 17-MAY-2011 18:16
OK
Cancel

Figure 12: Adjust Budget Ceilings Form

You may expand the list of budget ceiling for the corresponding GoK entity by clicking the plus sign next to it.

The following information may be managed here for each project:

- **NDP Allocation**
- **Planned Allocation**
- **Changes**

- **Rollover Amount**
- **Final Allocation**

The **Total** of each of these fields for all GoK entities in the list is automatically calculated and is displayed in red.

Note: All values in the *Adjust Budget Ceilings* form are displayed and inserted in the local currency IQD (Iraqi Dinar).

For each modification made to the ceilings, you should provide a comment in the **Justification for Changes** in both English and Arabic languages.

You may additionally attach any ceilings related attachments from **Attach Document** section. For details on how to attach documents or other related files, see *KDMS Capital Investments Projects Application User Manual* in REFERENCES.

The **Projects History** displays information about the recent changes made to the funds. Identifies the users who performed the changes and the date/time when the modifications were made.

Note: In the right side you may select the number of latest updates to be displayed or you may choose to display whole modification history on the particular record.

6.2.5 Adjust Project Funding Requests / Allocations

In the *Adjust Project Funding Requests/Allocations* form (Figure 13) you may see only those GoK entities which you are allowed to manage. You may expand the list of requests/projects for the corresponding GoK entity by clicking the plus sign next to it. The **Foreign Currency** is defined from each project's details. See *KDMS Capital Investments Projects Application User Manual* in REFERENCES.

The following information may be managed here for each project:

- **Local** – indicates the local funds requested by the project/request in the local currency IQD (Iraqi Dinar).
- **Foreign** - indicates the foreign funds requested by the project/request in the defined currency.

The **Total** of local and foreign funds provided is automatically calculated, converted into local currency IQD (Iraqi Dinar) and is displayed in red.

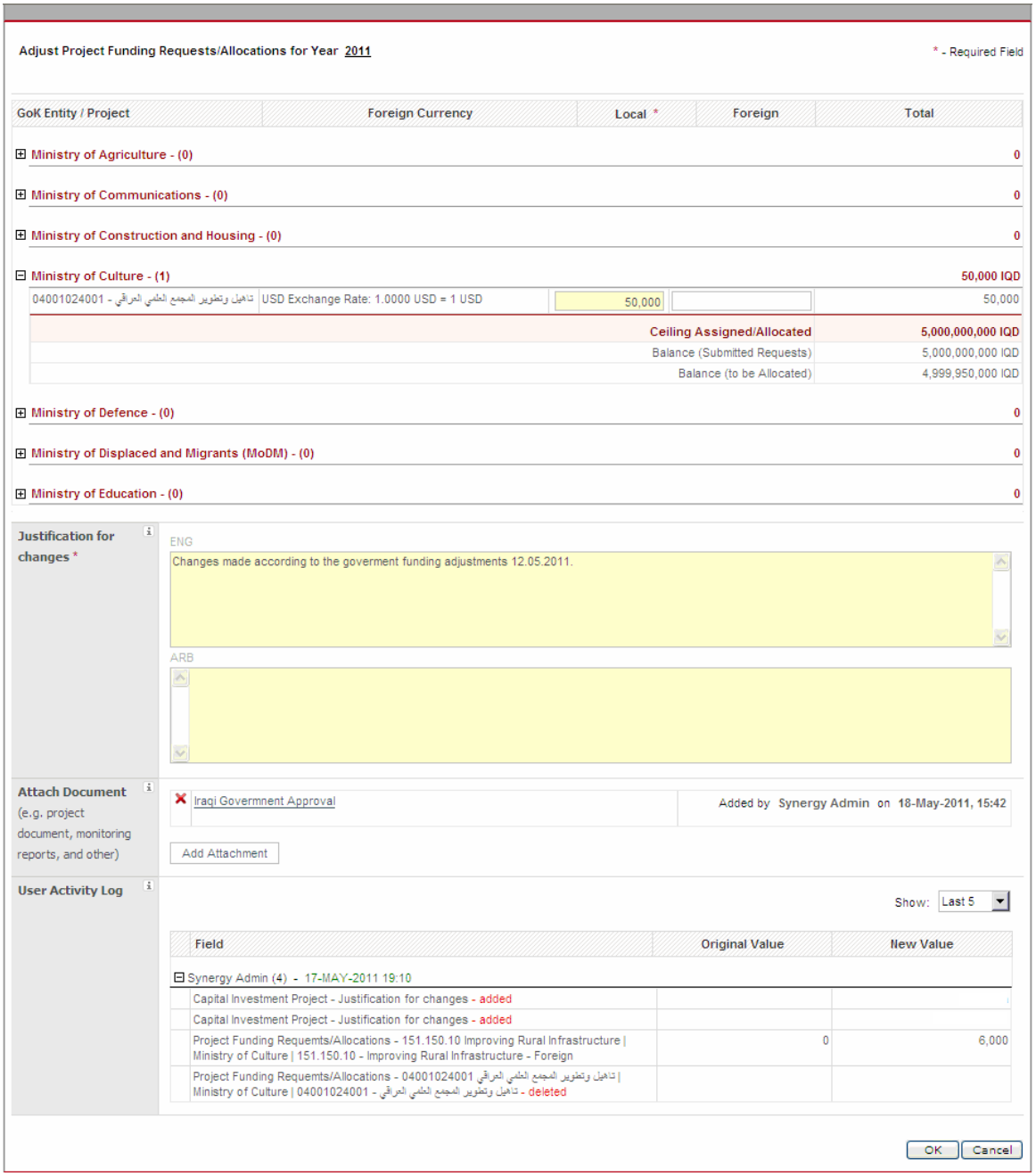
Adjust Project Funding Requests/Allocations for Year 2011
* - Required Field
GoK Entity / Project
Foreign Currency
Local *
Foreign
Total
Ministry of Agriculture - (0)
Ministry of Communications - (0)
Ministry of Construction and Housing - (0)
Ministry of Culture - (1)
50,000 IQD
04001024001 - تاهيل وتطوير المجمع العلمي العراقي
USD Exchange Rate: 1.0000 USD = 1 USD
50,000
50,000
Ceiling Assigned/Allocated
5,000,000,000 IQD
Balance (Submitted Requests)
5,000,000,000 IQD
Balance (to be Allocated)
4,999,950,000 IQD
Ministry of Defence - (0)
Ministry of Displaced and Migrants (MoDM) - (0)
Ministry of Education - (0)
Justification for changes *
ENG
Changes made according to the goverment funding adjustments 12.05.2011.
ARB
Attach Document
(e.g. project document, monitoring reports, and other)
Iraqi Govermnent Approval
Added by Synergy Admin on 18-May-2011, 15:42
Add Attachment
User Activity Log
Show: Last 5
Field
Original Value
New Value
Synergy Admin (4) - 17-MAY-2011 19:10
Capital Investment Project - Justification for changes - added
Capital Investment Project - Justification for changes - added
Project Funding Requemts/Allocations - 151.150.10 Improving Rural Infrastructure | Ministry of Culture | 151.150.10 - Improving Rural Infrastructure - Foreign
0
6,000
Project Funding Requemts/Allocations - 04001024001 تاهيل وتطوير المجمع العلمي العراقي | Ministry of Culture | 04001024001 - تاهيل وتطوير المجمع العلمي العراقي - deleted
OK
Cancel

Figure 13: Adjust Funding Requests / Allocations Form

Additionally, the following summary information is displayed for each GoK:

- **CEILING ASSIGNED** – the total ceilings for all listed drafts of the selected executing body, defined in the *Final Allocation* field of the Adjust Budget Ceilings form.
- **Balance (Submitted Requests) -** the remainder calculated based on the **Assigned Ceiling** and the total of all submitted requested funds.
- **Balance (to be Requested) –** the remainder calculated based on the **Assigned Ceiling**, the total of all draft and submitted requested funds.

For each modification made to the list of funds, you should provide the comment in the **Justification for Changes** in both English and Arabic languages.

You may additionally attach any related attachments to the defined funds from **Attach Document** section. For details on how to attach documents or other related files, see *KDMS Capital Investments Projects Application User Manual* in REFERENCES.

The **Projects History** displays information about the recent changes made to the funds. Identifies the users who performed the changes and the date/time when the modifications were made.

Note: In the right side you may select the number of latest updates to be displayed or you may choose to display whole modification history on the particular record.

6.2.6 Project Request Approval Procedure

The project request approval diagram is presented in the Figure 14.

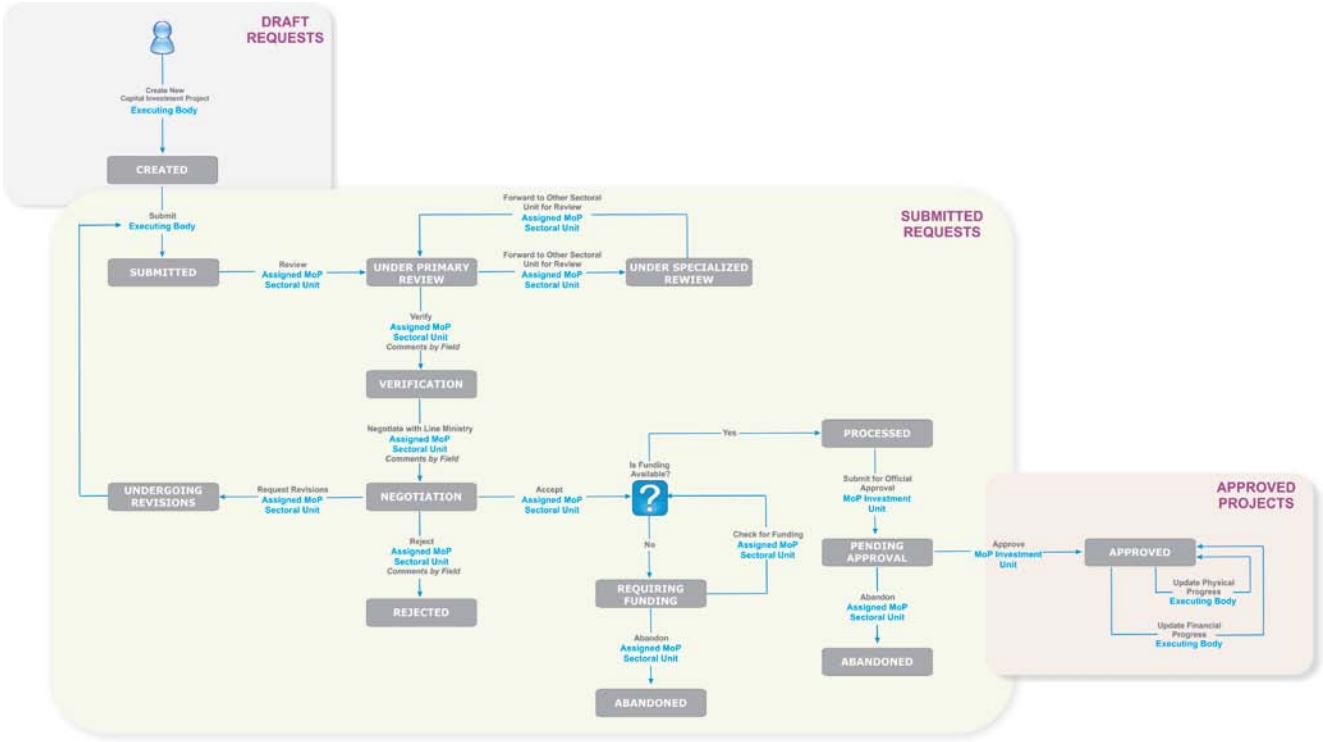

Figure 14: Project Request Approval Procedure

1. The Executing Body group user creates a project request. It is saved as a draft in the *My Draft Funding Requests* list of My Workspace module (Figure 8).
   Note: Only Executing Body group users and administrators are capable to edit the request drafts at this stage.
2. When all drafts in the *My Draft Funding Requests* list are ready for the submission (i.e. all mandatory information is provided) and the Balance to be requested is a positive value, the **Submit All** buttons becomes active which allows the Executing Body group user to submit all drafts in the list for further revision. The submitted project requests appear in the *Submitted Funding Requests* list (Figure 10).

3. On the next stage, the submitted project requests are passing through the complicated revision cycle managed by the Assigned Mop Sectoral Unit group users. During the multistage revision (including revisions by one or more Sectoral Units and negotiations with the Line Ministry), the submitted project requests may get rejected due to negotiation results, abandoned due to insufficient funding available or other reasons that may come out during the official revision, and finally get approved for an implementation. The approved requests are copied into a project and are displayed in the *Approved Projects* list (Figure 11).
4. For approved projects, financial and progress information may be updated. Also new requests may be created on the ongoing approved projects.

6.2.7 Adding a Capital Investment Project Request

To add a new project request, follow the instructions below:

1. Go to the **Capital Investment Projects** tab of *My Workspace* module.
2. In the *My Draft Funding Requests* section, click the **New Project** button (Figure 8).
3. This will open a form which is described in the KDMS Capital Investments Projects Application User Manual, see REFERENCES.

6.2.8 Viewing Capital Investment Project Details

Depending on your permissions you may also see or edit project requests added by other users.

To view details of draft and submitted request and the approved projects in the *My Workspace* module, follow the steps below:

1. Go to the *My Workspace* module.
2. Click on the **Capital Investment Projects** tab.
3. Expand the *My Draft Funding Requests*, *Submitted Funding Requests* or *Approved Projects* lists, as needed (Figure 7).
4. Click on the request or project *Title* you wish to see the details for. This will open indicator's details. For details, see REFERENCES.

6.2.9 Search in Capital Investment Projects of My Workspace

In the **Capital Investments Projects** section of *My Workspace* module you are offered to use an advanced search and a quick search features to filter the list of projects/requests with some criteria (Figure 15).

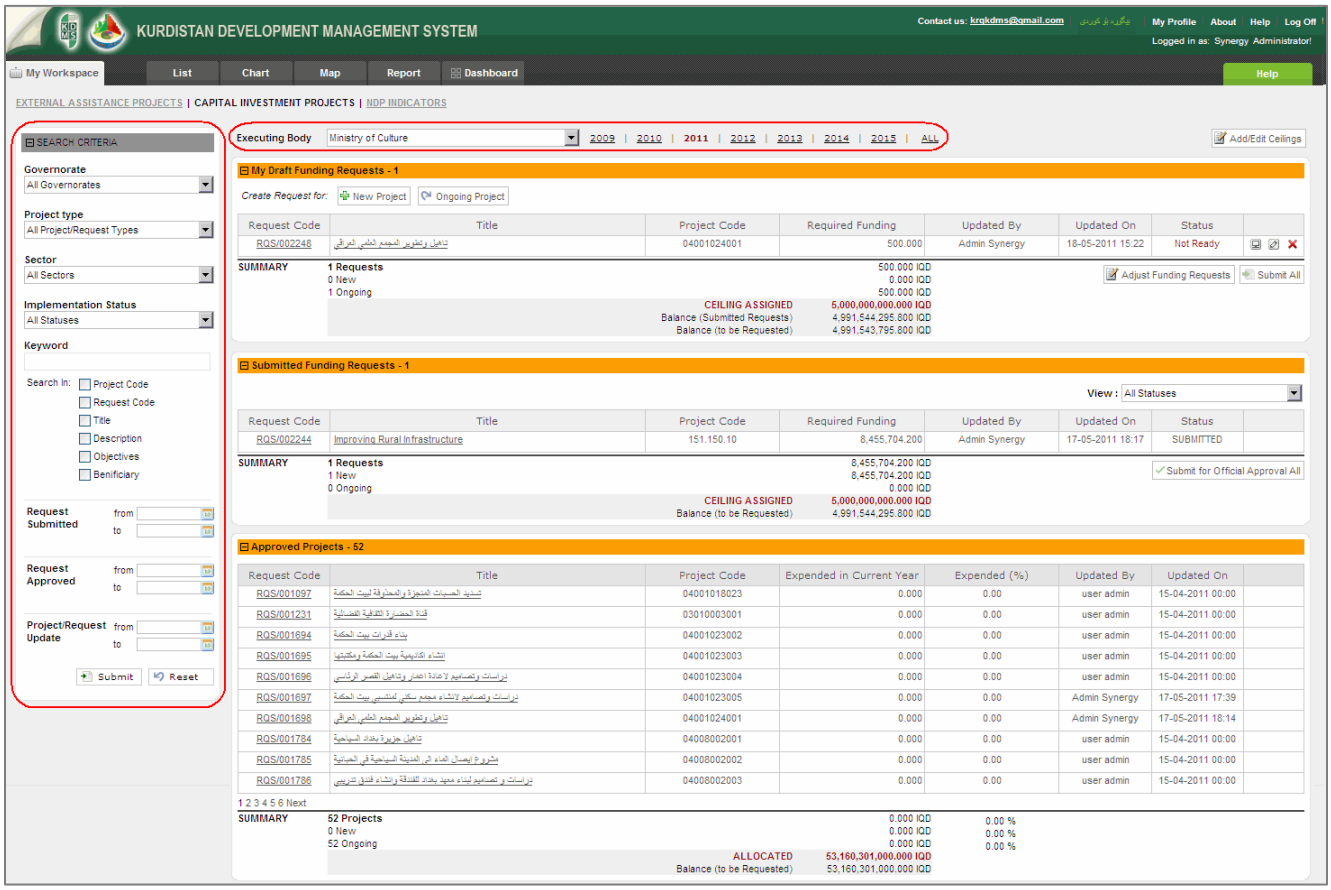

Figure 15: Advanced Search in Capital Investment Projects Section

6.2.9.1 Quick Search

The quick search options are displayed in the My Workspace module right above the list of capital investment projects and requests. You may want to filter the list of projects and requests for the certain **Year** or **Executing Body**.

Selecting either of the criteria in the quick search toolbar will displayed a filtered list of projects/requests.

Note: You may join both the Quick Search and the Advanced Search criteria together to get the needed filtering.

To reset the yearly filtration and display the list of projects/requests of all years, press the **All** link in the right side of the quick search toolbar.

6.2.9.2 Advanced Search

The advanced search mechanism is used to filter the list of indicators depending on the given one or more advanced search criteria (Figure 15).

The following advanced search criteria are available:

- **Governorate** – filters by the governorate the project is dedicated to.
- **Project Type** – filters by the new or ongoing projects.

- **Sector** - filters by the economy sector the project is dedicated to.
- **Project/Request Implementation Status** –filters by the status of the project/request.
- **Keyword** –filters the indicators by the keywords. You may want to search the indicated keywords in the **Project** or **Request Code**, **Request Code**, **Title**, **Description**, **Objectives** and/or **Beneficiary** fields.
- **Request Submitted** – filters by the date or a range of dates when the request was submitted. Calendar popup is available for these fields, see Figure 16: Calendar.
- **Request Approved** – filters by the date or a range of dates when the request was approved. Calendar popup is available for these fields, see Figure 16: Calendar.
- **Project/Request Updated** – filters by the date or a range of dates when the project or request was updated the last time. Calendar popup is available for these fields, see Figure 16: Calendar.

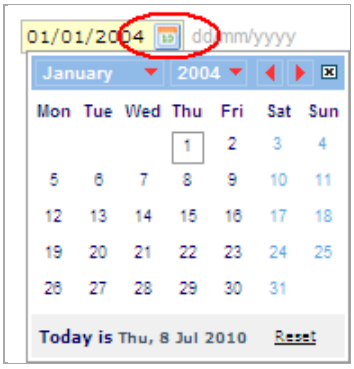

Figure 16: Calendar

Once one or more criteria are selected, press the **Submit** button to get the filtered list of projects/requests. If you want to clean the filtering, press the **Reset** button in the searching section of the screen to clear the defined criteria and then press **Submit** to get the whole list of projects/requests.

6.3 NDP Indicators in My Workspace Module

In this page you may see a list of all indicators created from *My Workspace* module or from the corresponding application by the corresponding user or other users from the same user group. The indicator related information and progress is also outlined in the NDP Indicators table.

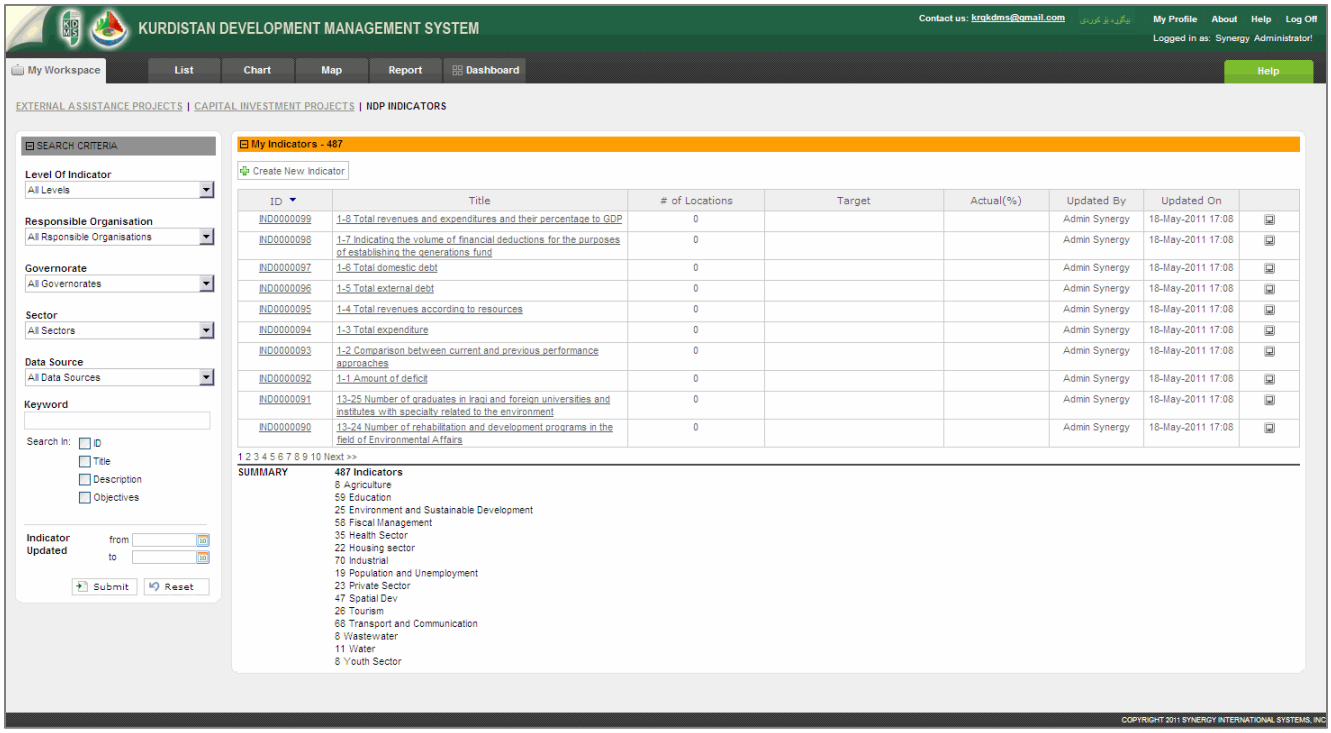
KURDISTAN DEVELOPMENT MANAGEMENT SYSTEM
Contact us: krgkdms@gmail.com
My Profile About Help Log Off
Logged in as: Synergy Administrator!
My Workspace
List
Chart
Map
Report
Dashboard
Help
EXTERNAL ASSISTANCE PROJECTS | CAPITAL INVESTMENT PROJECTS | NDP INDICATORS
SEARCH CRITERIA
Level Of Indicator
All Levels
Responsible Organisation
All Rsponsible Organisations
Governorate
All Governorates
Sector
All Sectors
Data Source
All Data Sources
Keyword
Search In: ID Title Description Objectives
Indicator Updated from to
Submit
Reset
My Indicators - 487
Create New Indicator
ID
Title
# of Locations
Target
Actual(%)
Updated By
Updated On
IND0000099 1-8 Total revenues and expenditures and their percentage to GDP 0 Admin Synergy 18-May-2011 17:08
IND0000098 1-7 Indicating the volume of financial deductions for the purposes of establishing the generations fund 0 Admin Synergy 18-May-2011 17:08
IND0000097 1-6 Total domestic debt 0 Admin Synergy 18-May-2011 17:08
IND0000096 1-5 Total external debt 0 Admin Synergy 18-May-2011 17:08
IND0000095 1-4 Total revenues according to resources 0 Admin Synergy 18-May-2011 17:08
IND0000094 1-3 Total expenditure 0 Admin Synergy 18-May-2011 17:08
IND0000093 1-2 Comparison between current and previous performance approaches 0 Admin Synergy 18-May-2011 17:08
IND0000092 1-1 Amount of deficit 0 Admin Synergy 18-May-2011 17:08
IND0000091 13-25 Number of graduates in Iraqi and foreign universities and institutes with specialty related to the environment 0 Admin Synergy 18-May-2011 17:08
IND0000090 13-24 Number of rehabilitation and development programs in the field of Environmental Affairs 0 Admin Synergy 18-May-2011 17:08
1 2 3 4 5 6 7 8 9 10 Next >>
SUMMARY
487 Indicators
8 Agriculture
59 Education
25 Environment and Sustainable Development
58 Fiscal Management
35 Health Sector
22 Housing sector
70 Industrial
19 Population and Unemployment
23 Private Sector
47 Spatial Dev
26 Tourism
68 Transport and Communication
8 Wastewater
11 Water
8 Youth Sector
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Figure 17: NDP Indicators Section in My Workspace

In this section, the NDP indicator may be created; details of the existing indicators can be viewed and edited.

The information displayed in **My Workspace** for each indicator includes the following information:

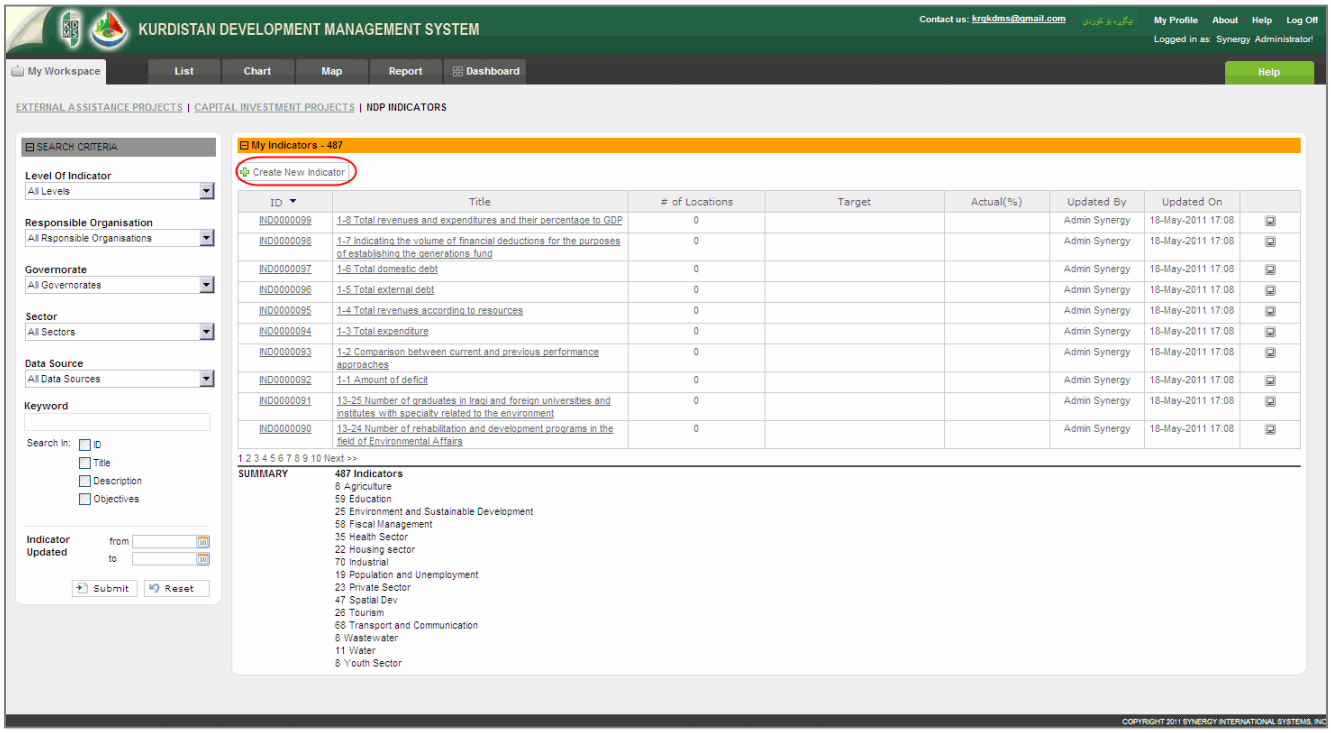
- **Request Code** – the code of the indicator.
- **Title** – the title of the indicator.
- **# of Locations** – the number of locations covered by the indicator.
- **Target** – the target value of the indicator.
- **Actual (%) –** actual progress of the indicator, in percents.
- **Updated By** – last update author.
- **Updated On** – last update date.
- **Actions** – you may view ( ), edit ( ) and delete ( ) the indicator.

The **NDP Indicators** section in *My Workspace* module is enriched with an advanced search mechanism. For details, see chapter Search in NDP Indicators of My Workspace.

6.3.1 Adding New Indicator

To add a new NDP indicator from *My Workspace* module, follow the instructions below:

1. Go to the **NDP Indicators** tab of *My Workspace* module.
2. Click the **Create New Indicator** button (Figure 18).


KURDISTAN DEVELOPMENT MANAGEMENT SYSTEM
Contact us: krgkdms@gmail.com
My Profile
About
Help
Log Off
Logged in as: Synergy Administrator!
My Workspace
List
Chart
Map
Report
Dashboard
Help
EXTERNAL ASSISTANCE PROJECTS | CAPITAL INVESTMENT PROJECTS | NDP INDICATORS
SEARCH CRITERIA
Level Of Indicator
All Levels
Responsible Organisation
All Rsponsible Organisations
Governorate
All Governorates
Sector
All Sectors
Data Source
All Data Sources
Keyword
Search In:
ID
Title
Description
Objectives
Indicator Updated
from
to
Submit
Reset
My Indicators - 487
Create New Indicator
ID
Title
# of Locations
Target
Actual(%)
Updated By
Updated On
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IND0000091 13-25 Number of graduates in Iraqi and foreign universities and institutes with specialty related to the environment 0 Admin Synergy 18-May-2011 17:08
IND0000090 13-24 Number of rehabilitation and development programs in the field of Environmental Affairs 0 Admin Synergy 18-May-2011 17:08
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8 Wastewater
11 Water
8 Youth Sector
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Figure 18: Create New Indicator button in NDP Indicators Section

3. This will open an **Add Indicator** form which is described in the Indicators Users Manual, see REFERENCES.

6.3.2 Viewing Indicator Details

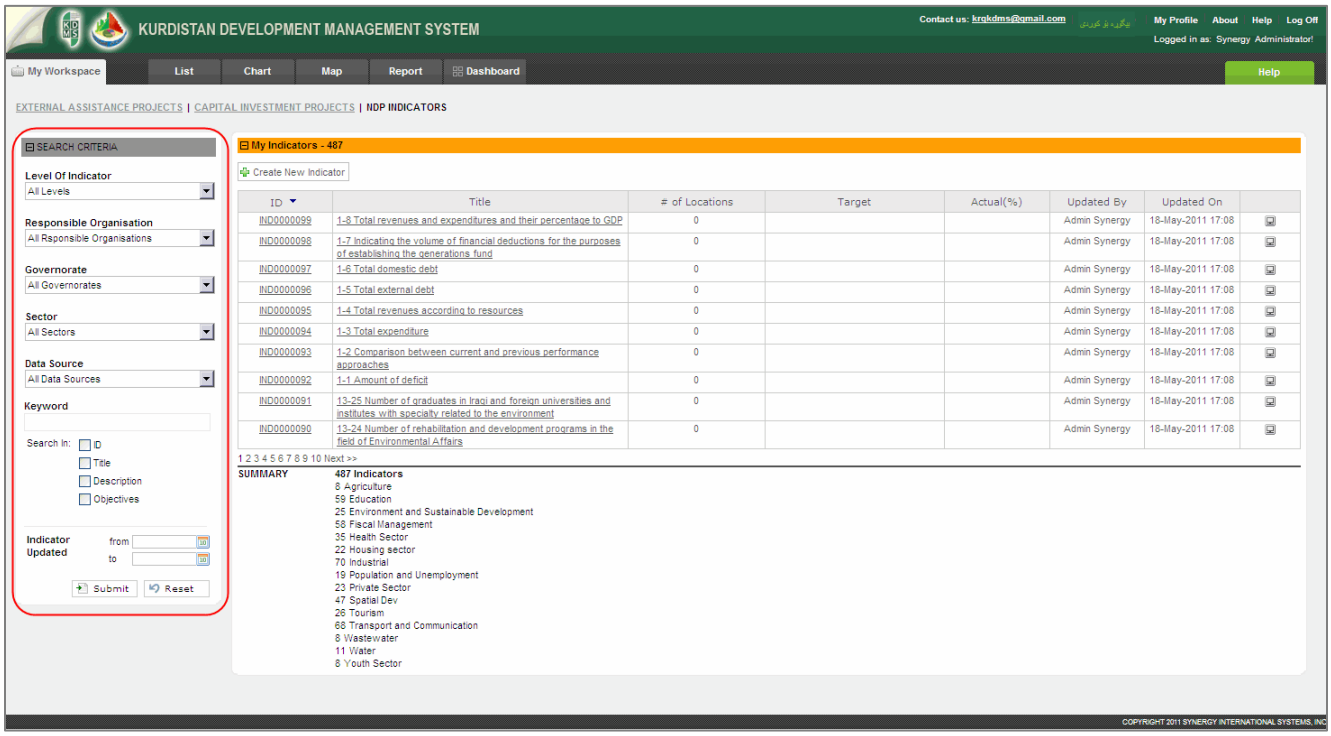
Depending on your permissions you may also see or edit NDP indicators added by other users.

To view details of drafts and submitted projects in the *My Workspace* module, follow the steps below:

1. Go to the **My Workspace** module.
2. Click the **NDP Indicator** tab.
3. Click on the indicator you wish to see the details for. This will open indicator details. For details, see REFERENCES.

6.3.3 Search in NDP Indicators of My Workspace

The advanced search mechanism is used to filter the list of indicators depending on the given one or more search criteria (Figure 19).


KURDISTAN DEVELOPMENT MANAGEMENT SYSTEM
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Logged in as: Synergy Administrator!
My Workspace List Chart Map Report Dashboard Help
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SEARCH CRITERIA
Level Of Indicator
All Levels
Responsible Organisation
All Rsponsible Organisations
Governorate
All Governorates
Sector
All Sectors
Data Source
All Data Sources
Keyword
Search In: ID Title Description Objectives
Indicator Updated from to
Submit Reset
My Indicators - 487
Create New Indicator
ID Title # of Locations Target Actual(%) Updated By Updated On
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26 Tourism
68 Transport and Communication
8 Wastewater
11 Water
8 Youth Sector
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Figure 19: Advanced Search in NDP Indicators Section

The following search criteria are available:

- **Level of Indicator** – filters by the type of the indicator: outcome or output.
- **Responsible Organisation** – filters by the organisation responsible for the indicator.
- **Governorate** – filters by the governorate the indicator is dedicated to.
- **Sector** - filters by the economy sector the indicator is dedicated to.
- **Data Source** –filters by the data source information for the indicator.
- **Keyword** –filters the indicators by the keywords. You may want to search the indicated keywords in the **Request Code**, **Title**, **Description** and/or **Objectives** fields.
- **Indicator Updated** – filters by the date or a range of dates when indicators were updated the last time. Calendar popup is available for these fields, see Figure 16: Calendar.

Once one or more criteria are selected, press the **Submit** button to get the filtered list of indicators. If you want to clean the filtering, press the **Reset** button in the searching section of the screen to clear the defined criteria and then press **Submit** to get the whole list of indicators.

7. LIST MODULE

In the *List* module (Figure 20) of the *KDMS* application, you can create and execute ad-hoc queries on projects data, and acquire results in the form of a list.

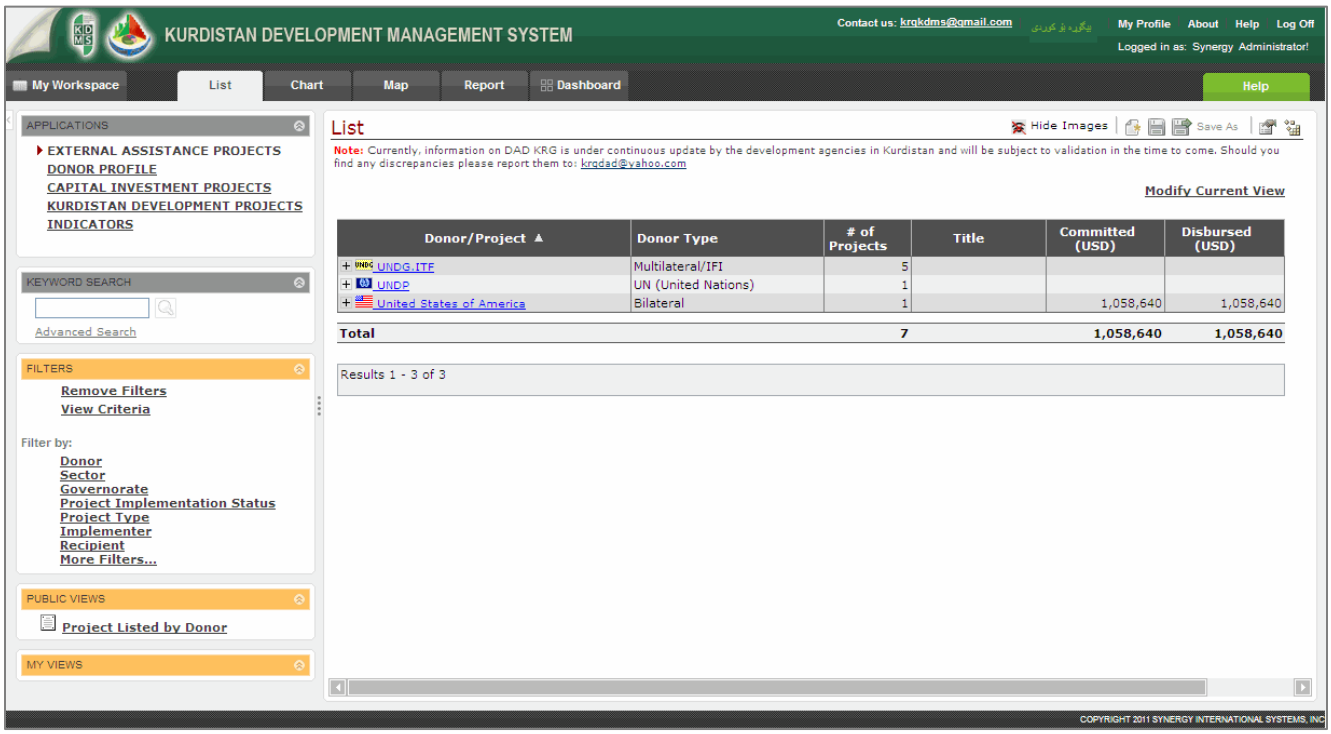


Figure 20: KDMS Application List Module

7.1 Accessing the List Module

A list consists of at least one group and one column, but the actual quantity of groups and columns is defined by the user's choice of view. Please see Modifying the Current View for more details on how to define groups / columns of a list.

In order to access the *List* module, click on the **List** tab. You will be navigated to the *List* module. In this module, you can view data organized according to the selected groupings and columns, modify the currently used list, save it as a pre-defined report, include it under a definite group, print it, etc.

7.2 Expanding the List Item

It is possible to expand the list item level to view the information of the sub-level(s). In order to expand the list item level, click on the "+" sign next to the name of the list item. This will expand the list item group level displaying the first sub-level (Figure 21). This can further be expanded unless there are no more sub-levels to be displayed.

Note: You can expand only one group level at a time. If you expand the group level of another list item, the previously expanded group level will get collapsed.

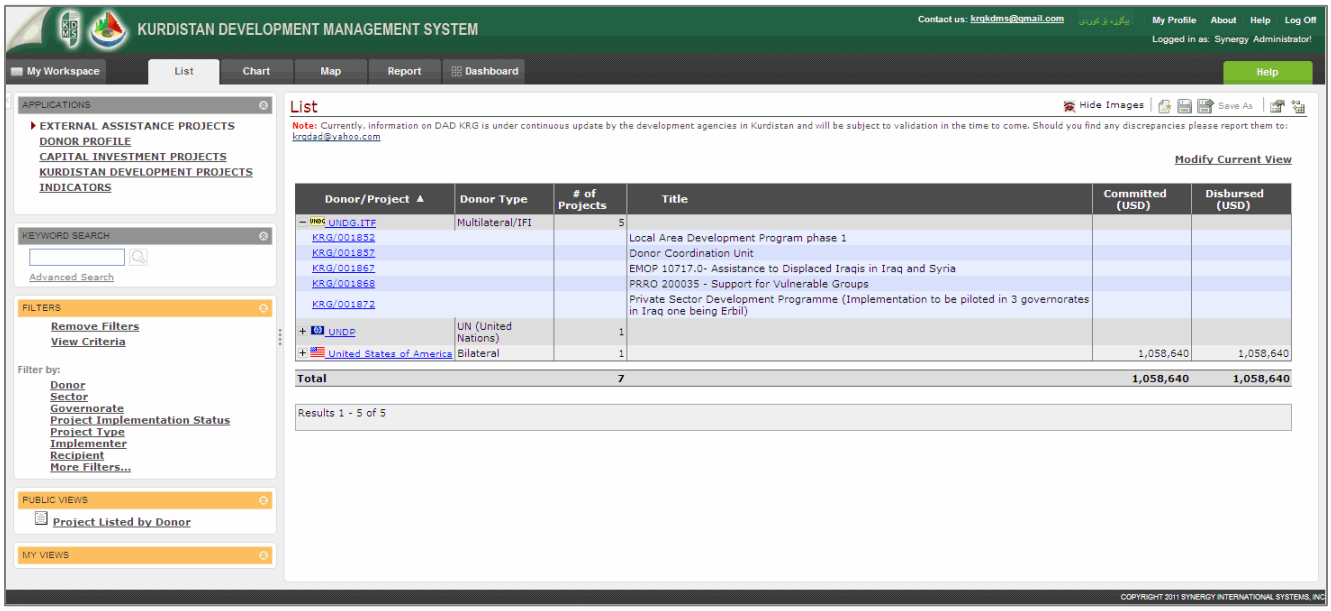


Figure 21: Expanding the List Item Level

7.3 Sorting List Items

You can sort the list view by column by clicking on the name of the column. This will sort the list alphabetically or numerically depending on the type of data entered into that column. The red arrow that appears on the column can reverse the order of the list.

7.4 Browsing among List Items

You can browse among the list items by clicking on the number link of the page to navigate to. The **Previous** and **Next** buttons can be used to move to the required page.

7.5 Hiding / Showing Images in the List

In order to make the list load quicker, you can choose to hide the images which are displayed in the list. These images can be donor flags, sector icons, etc.
To hide the images in the list, click on the Hide Images button located at the top of the screen. All the images in the screen will not display (Figure 22).

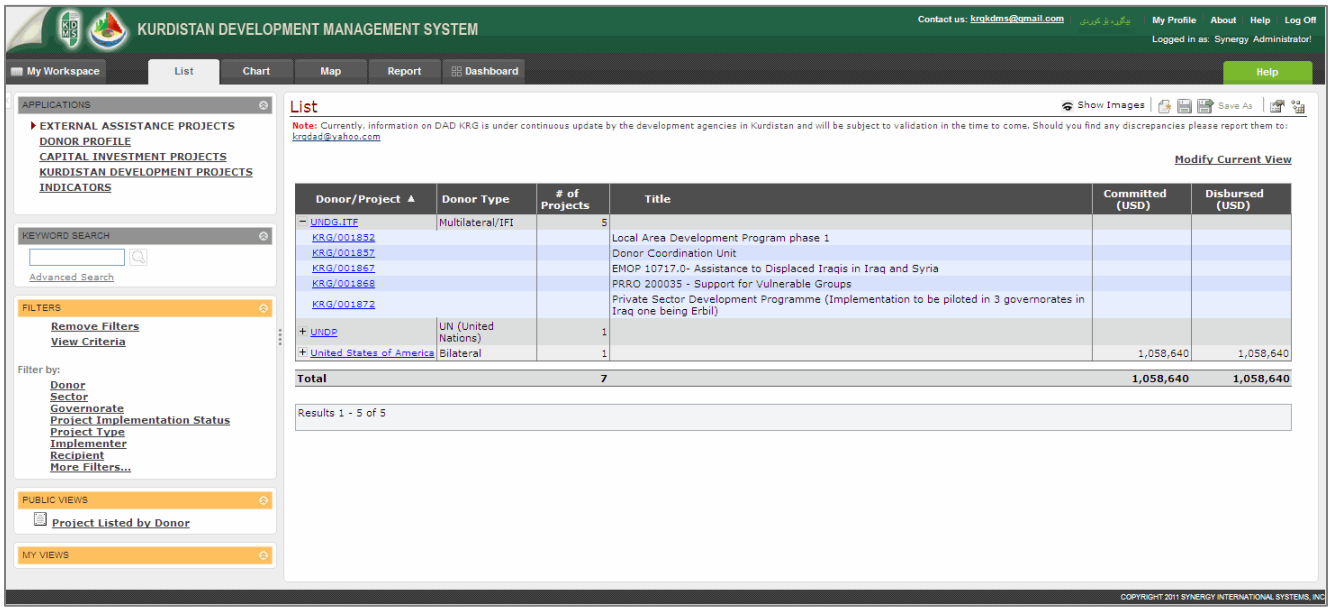


Figure 22: Hiding Images in the List

Note: Clicking the Show Images button will show the images.

7.6 Modifying the Current View

It is possible to modify the list that is currently displayed in the List module. You can add new groupings to it or remove the selected ones, (un-) select columns, re-order them, etc. The steps described below provide for the necessary instructions for modifying the current view.

1. Click on the Modify Current View link at the top right corner of the *List* screen. A *Modify Current View* window (Figure 23) will appear presenting the administrator with the groupings/columns selected and available for the list view.
2. In the *Groupings* section, add / re-order / remove groups.
3. In the *Columns* section, add / re-order / remove columns.
4. In the *Cross Tab Groupings* section, define add / re-order / remove column groupings for the view.
5. Set the view as default, if necessary. Please, note that the view can appear as default for a current user or for unregistered public users.
6. After finishing making changes in the view, click the **OK** button for the changes to take effect. Or, click the **Cancel** button to discard the changes made.

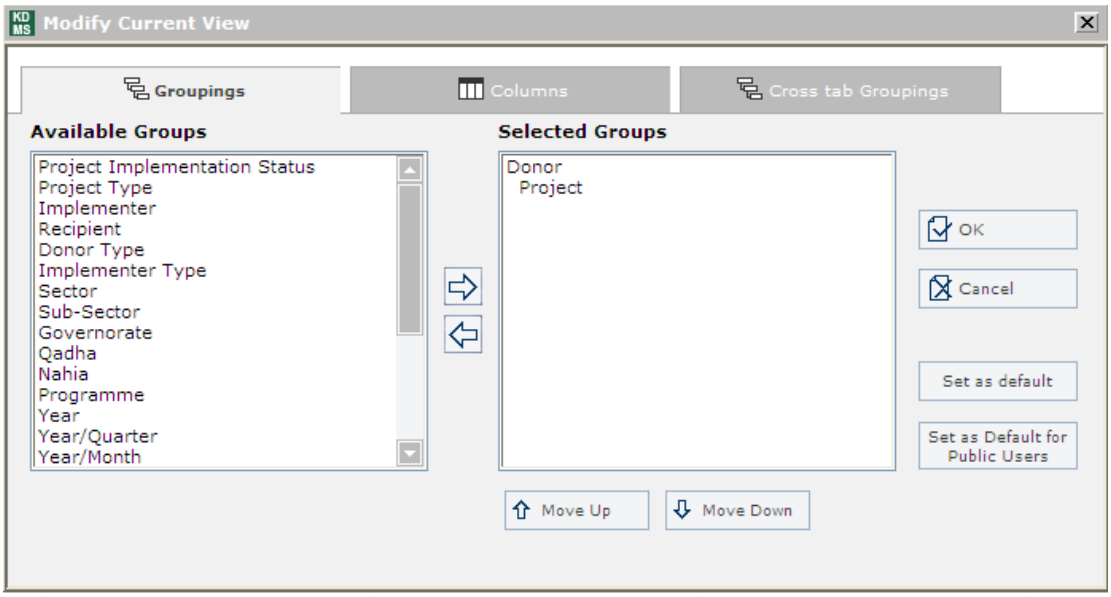


Figure 23: Modifying the Current View

7.6.1 Adding List Groups / Columns / Column Groupings

In order to add a group / column / column grouping to the list, follow the steps below:

1. In the *Available Groups / Columns* panel, select the group / column / column grouping to be added to the list.
   Note: It is possible to select several groups / columns by means of the **Shift** or **Ctrl** keyboard buttons.
2. Click the **(Select)** button. The selected group(s) / column(s) will appear in the *Selected Groups / Columns* panel.

7.6.2 Re-ordering Groups / Columns / Column Groupings

In order to re-order the selected groups / columns / column groupings, follow the steps below:

1. Select the group / column / column grouping that needs to be re-ordered in the *Selected Groups / Columns* panel.
2. Click the **Move Up / Move Down** button.

7.6.3 Removing Groups / Columns / Column Groupings

In order to remove the selected groups / columns / column groupings from the list, follow the steps below:

1. In the *Selected Groups / Columns* panel, select the group / column / column grouping that needs to be removed from the list.
2. Click the **(Unselect)** button. The selected group(s) / column(s) / column grouping(s) will be removed from the *Selected Groups / Columns* panel.

7.6.4 Setting a View as Default

After making changes in the view currently displayed in the *List* module, you can set the newly created view as default. This means that the new view will be displayed when the user accesses the *List* module.

In order to set a view as default, follow the steps below:

1. Make the necessary changes in the current view as described in the sections above.
2. After finishing, click the **Set as Default** button in the *Modify Current View* window. Please note that the view will be set as default only for the current user.

Note: Clicking the **Set as Default for Public Users** button will display the view to those who access the application as unregistered public user.

7.7 Sample Views

In the following chapters you can see several samples on list reports.

7.1.1 Sample View 1: Projects Distribution by Sectors

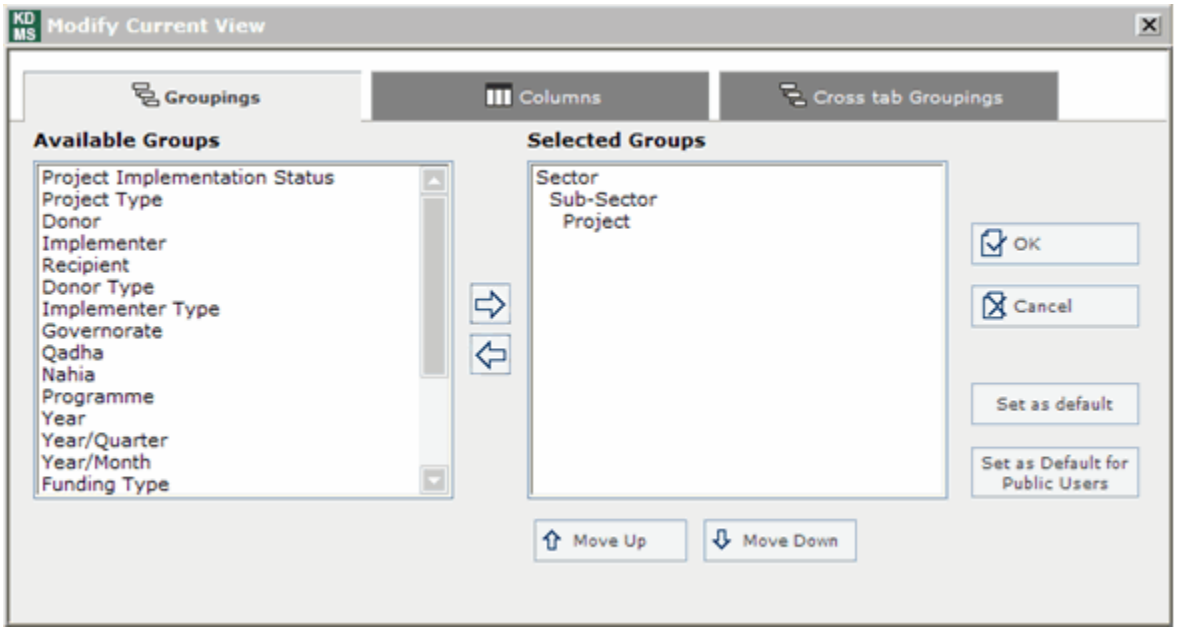


Figure 24: Defining List View Groupings for Sample View 1

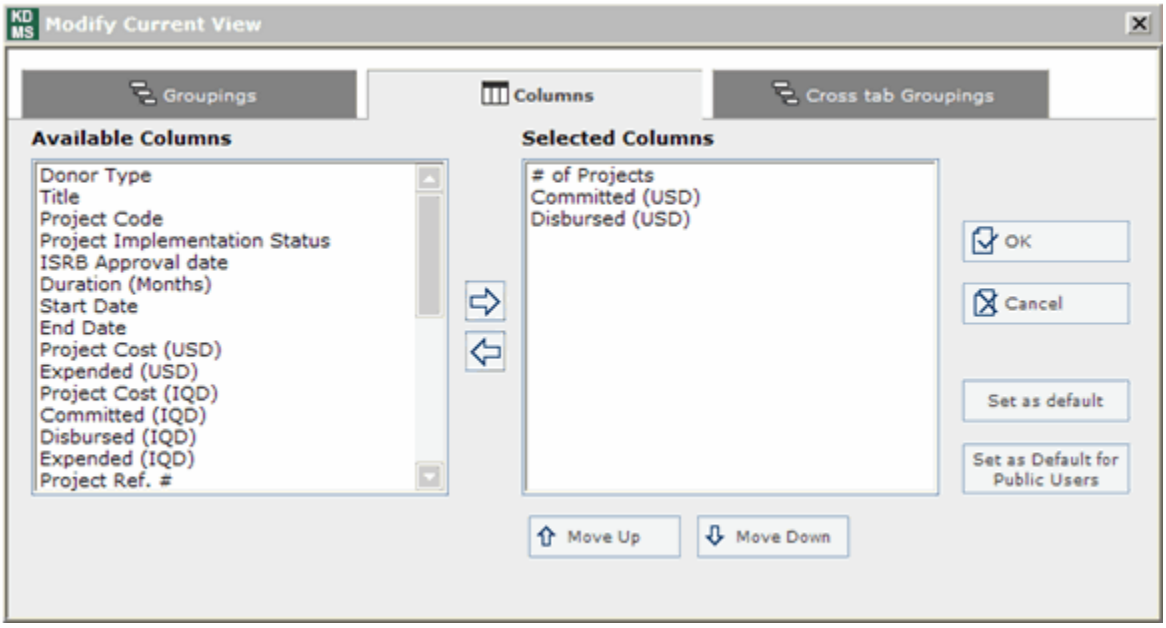


Figure 25: Defining List View Columns for Sample View 1

If you have indicated **Sector** / **Sub-sector** / **Project** hierarchy as a grouping (Figure 24) and, **# of Projects** / **Committed (USD)** / **Disbursed (USD)** as columns (Figure 25), following list view will appear (Figure 26):

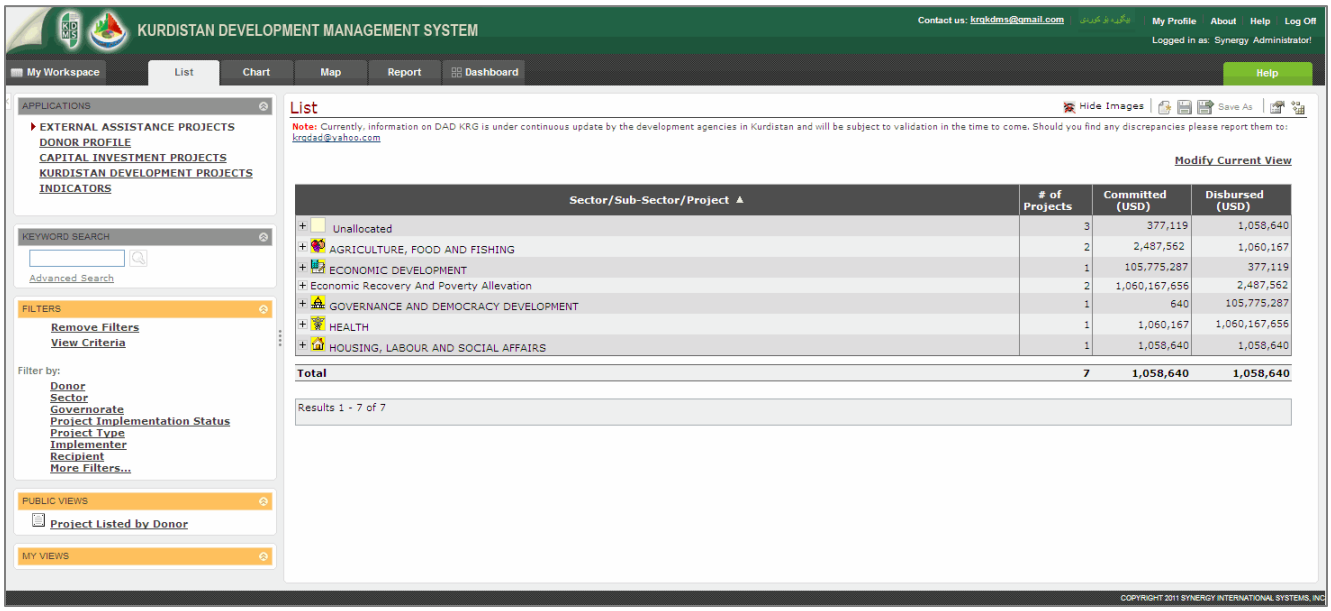


Figure 26: Sample View 1

7.1.2 Sample View 2: Projects Distribution by Location

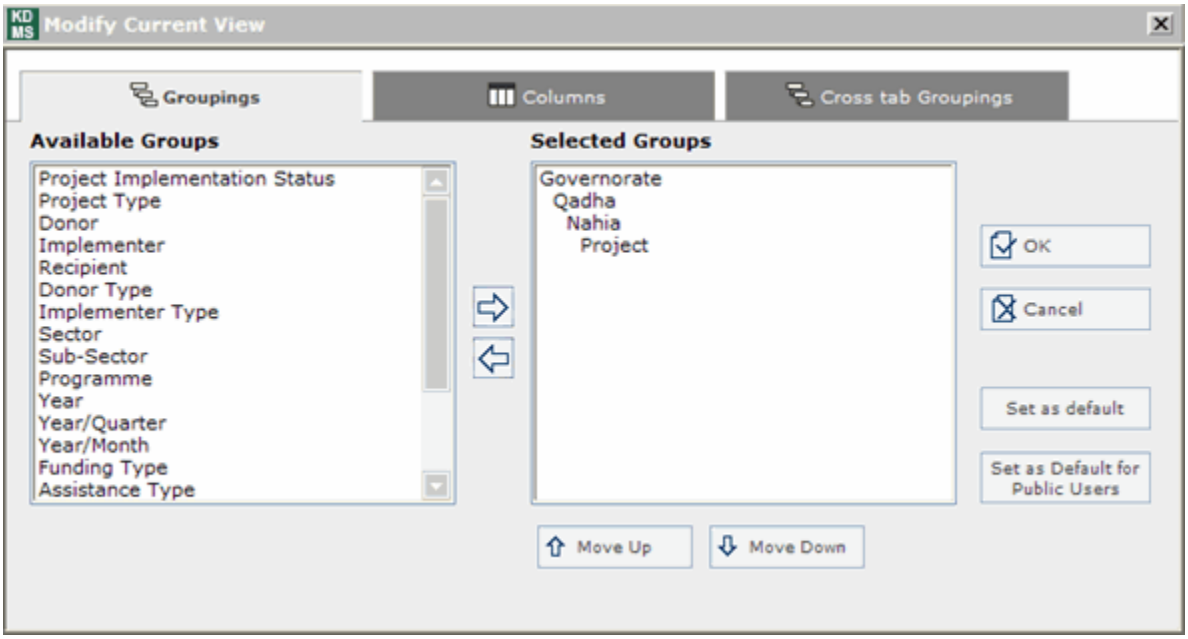


Figure 27: Defining List View Groupings for Sample View 2

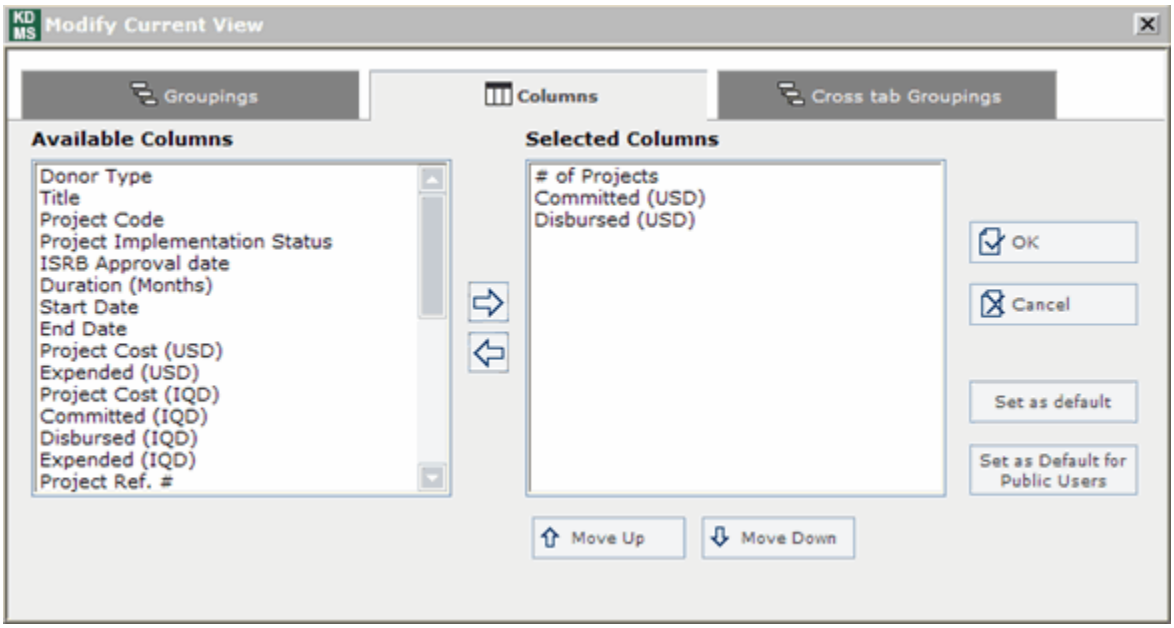


Figure 28: Defining List View Columns for Sample View 2

If you have indicated **Governorate** / **Qadha** / **Nahia** / **Project** hierarchy as a grouping (Figure 27) and, **# of Projects** / **Committed (USD)** / **Disbursed (USD)** as columns (Figure 28), following list view will appear (Figure 29):

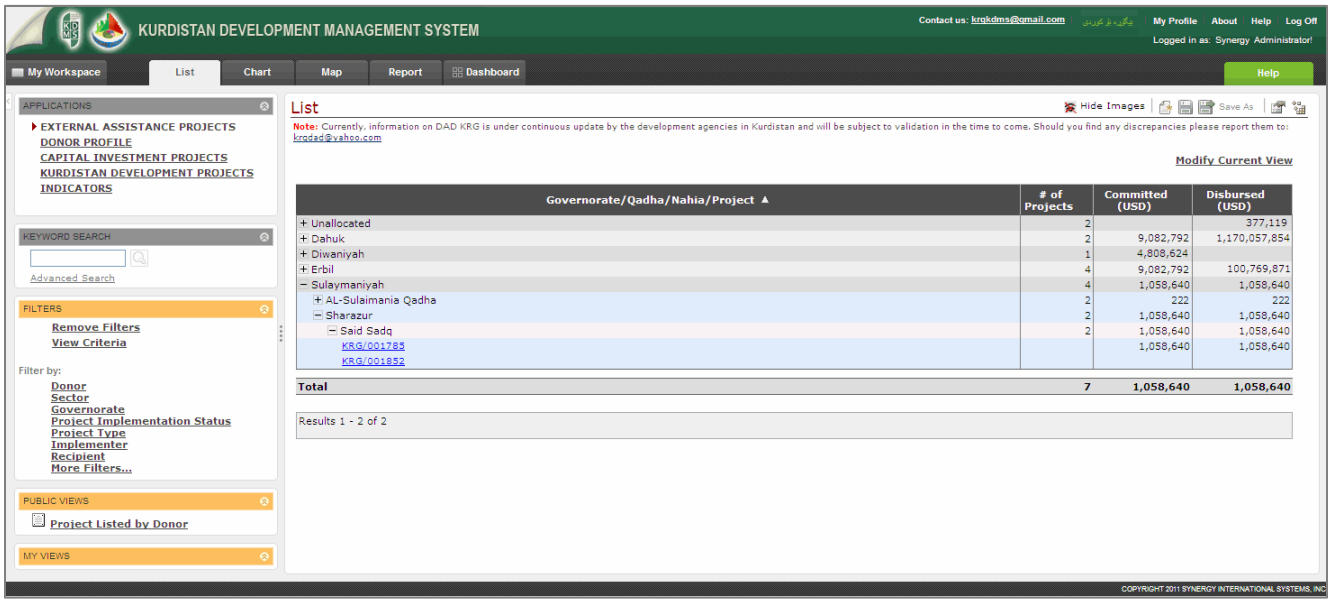


Figure 29: Sample View 2

8. CHART MODULE

The *KDMS* application is equipped with a powerful chart designer that empowers you with all necessary tools to create charts for professionally looking presentations and reports. A user-friendly interface, great number of visual effects and pre-defined chart types, flexible chart components selection, and on-screen real-time chart visualization make using the chart designer an easy and delightful experience.

8.1 Key Features

You can make use of the following key features of the Chart tool in *KDMS*:

- ✓ Rich user interface that supports movable windows for arranging the screen as desired.
- ✓ The ability to resize the charts directly in the workspace.
- ✓ The ability to show or hide the data labels and legends.
- ✓ The ability to customize the coloring, or choose pattern-filled charts for black and white printing.

8.2 Accessing the Chart Module

As it has been stated above, the system provides for the opportunity to present data in the form of different charts. In order to access the *Chart* module of the system, click on the **Chart** tab. The *Chart* module appears where a pre-defined chart is displayed.

8.3 Main Screen and Its Components

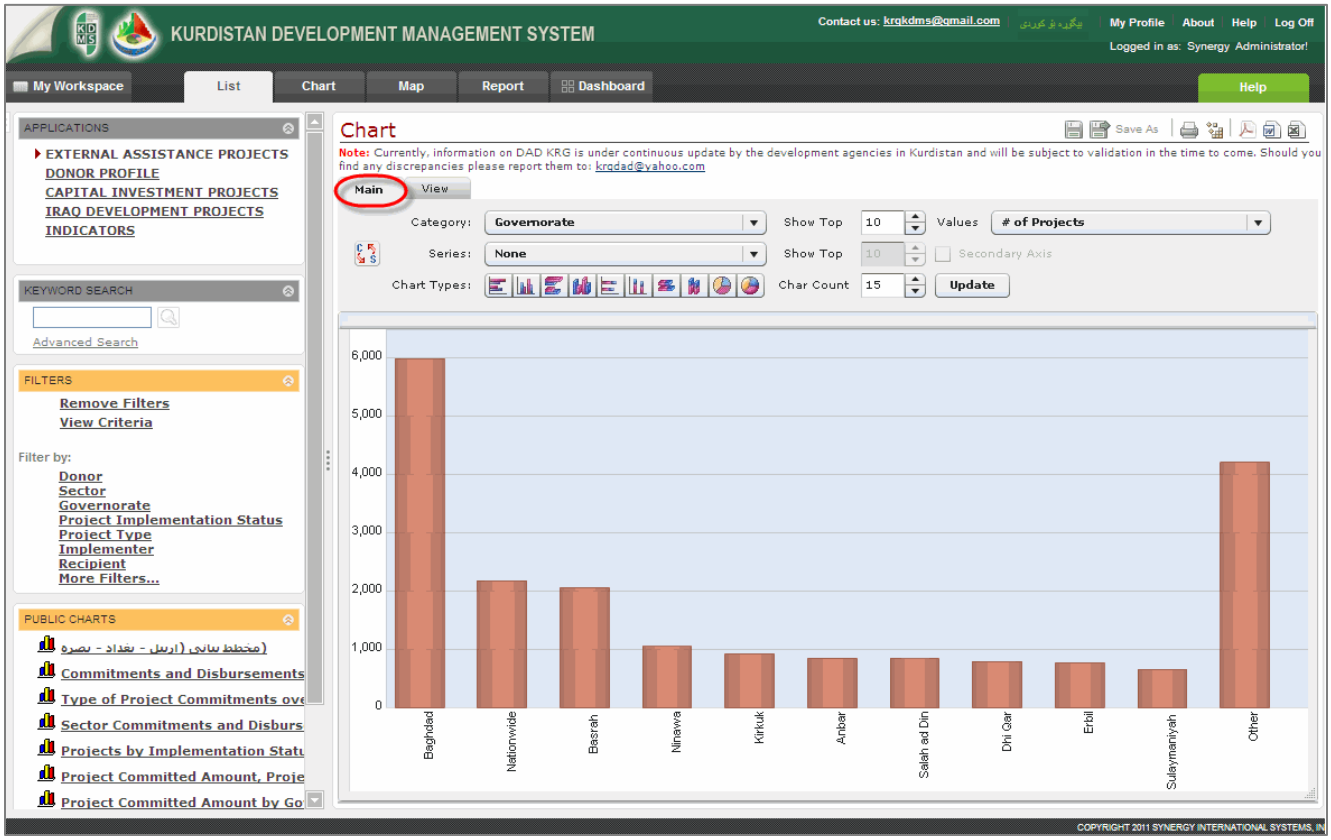


Figure 30: Main Screen of the Chart Module

1. **Category** - allows selecting one of the options provided in the **Category** drop-down menu located at the top of the *Chart* window. The selected category will define one of the chart axes.
   Note: Selection of a category for the chart report is required.

2. **Series** - allows selecting one of the options provided in the **Series** drop-down menu located at the top of the *Chart* window. The selected series will define the chart legend.
   Note: Selection of a series for the chart report is optional.

3. **Chart Types** - allows defining the chart type. The following options are available:

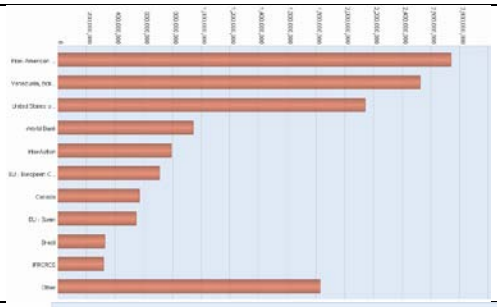
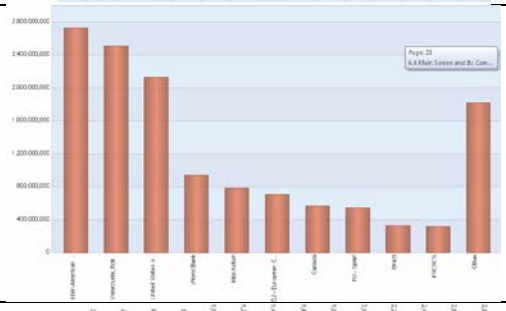
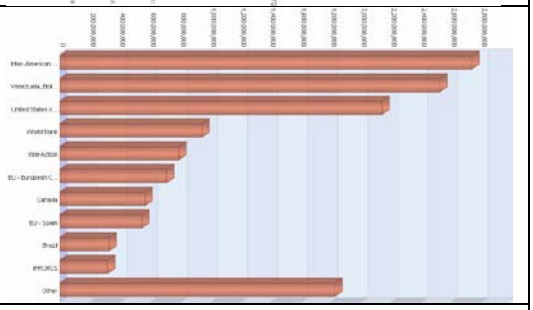
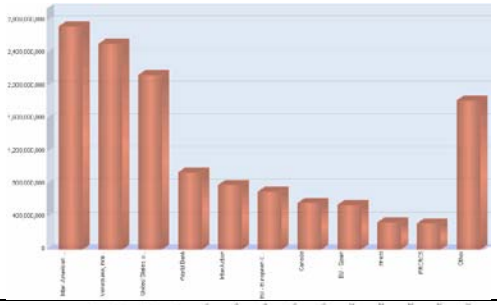
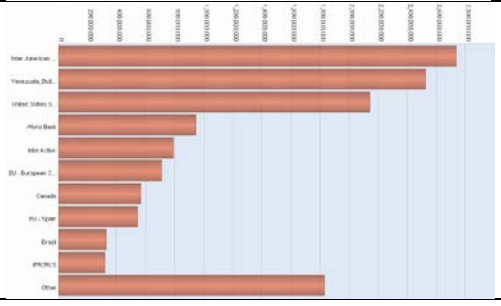
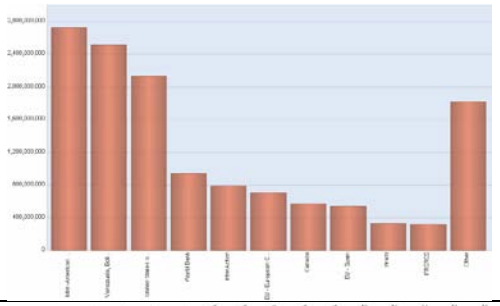
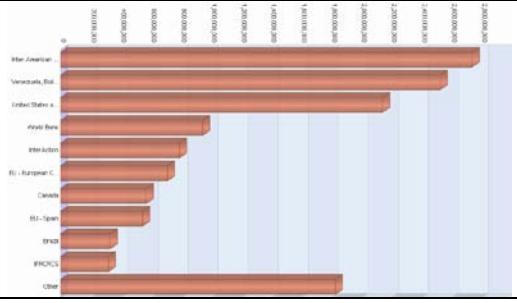
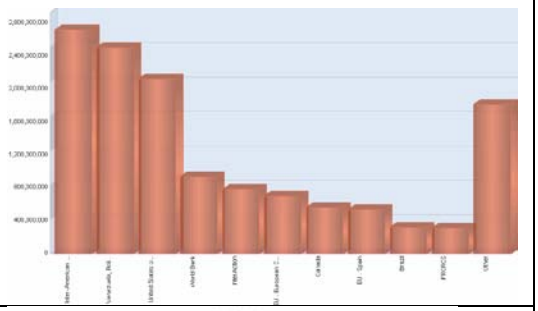
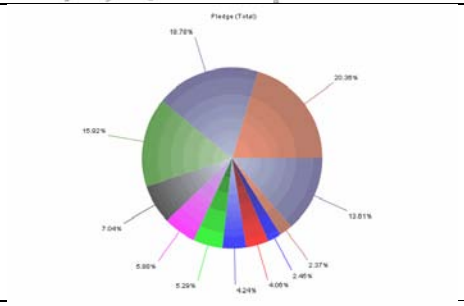
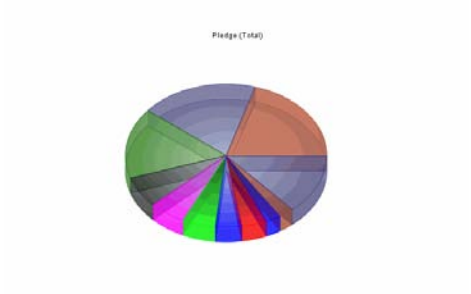
Chart Type	Example
1. Bar chart	
2. Column chart	
3. 3D Bar chart	
4. 3D Column chart	
5. Stacked Bar chart	

Chart Type	Example
6. Stacked Column chart	
7. Stacked 3D Bar chart	
8. Stacked 3D Column chart	
9. Pie chart	
10. 3D Pie chart	

4. **Show Top <Number>** - indicates the maximal number of category items to be displayed in the chart.

5. **Show Top <Number> on Secondary Axis** - indicates the maximal number of series items that should be displayed on the secondary axis in the chart. Becomes available only if a Series is selected.

6. **Char Count** - limits the number of characters to be used to display the category item names to the value set in this field.

7. **Values** - allows selecting a value from the list that will define the main chart criteria.

8. **Update** - loads the latest data from the database and displays them on the chart.

9. **Workspace** - the main working area in the *Chart* module where the chart designed is displayed.

8.4 View Screen and Its Components

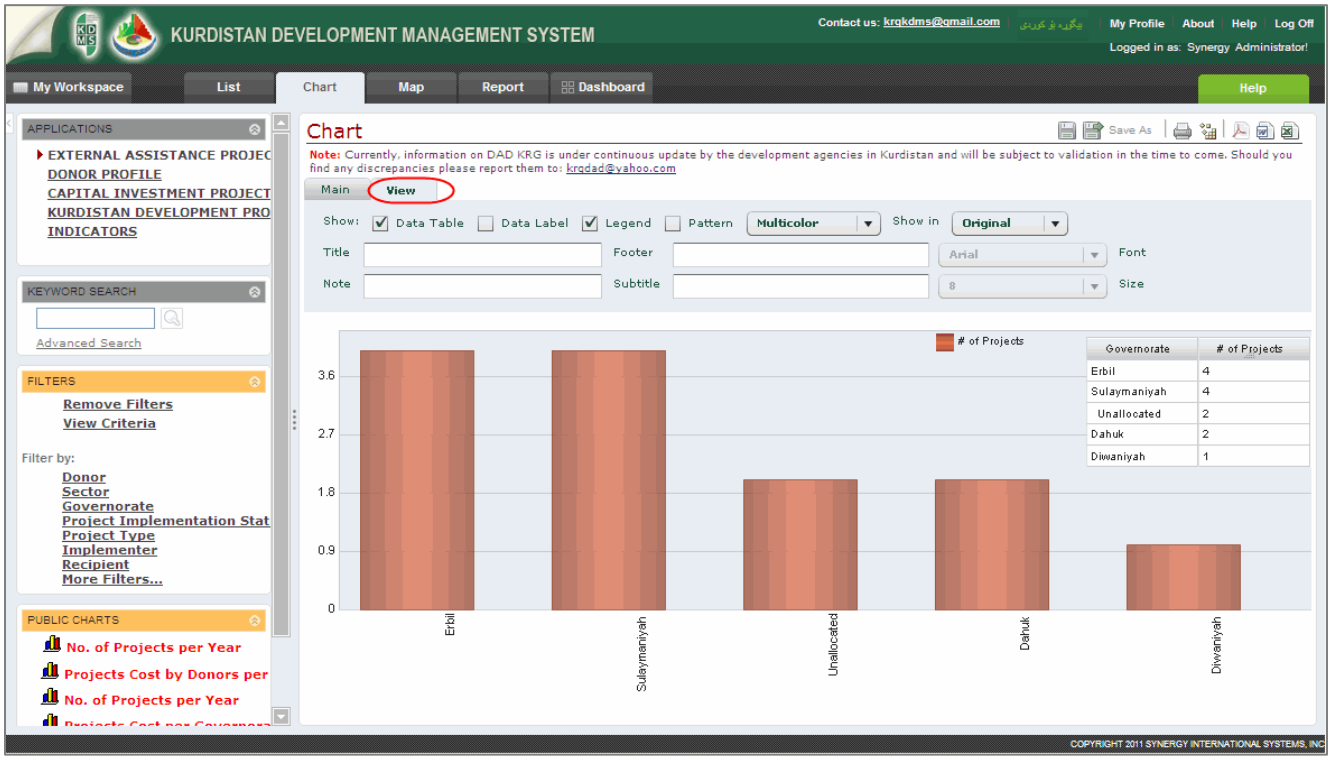


Figure 31: View Screen of the Chart Module

1. ***Show -*** allows selecting one or several of the following options:
   - ***Data Table -*** presents the information contained in the chart in a grid or matrix.
   - ***Data Label -*** shows the actual values of each chart cell.
   - ***Legend -*** explains the categories and data series displayed on the chart.
   - ***Pattern -*** allows choosing a pattern-filled chart for black and white printing.
   - ***Coloring Option -*** allows defining whether the chart should be displayed in multiple colors or in one of the colors available.

2. ***Title*** – a text box to enter the chart report title.

3. ***Note -*** a text box to enter additional information about the chart report.

4. ***Footer -*** a text box to insert a portion of text that will appear in the bottom area of the chart report.

5. ***Subtitle -*** a text box to enter a subtitle for the chart report.

6. ***Font -*** allows selecting the font the chart report title/subtitle/footer/note will appear in.

7. ***Size -*** allows selecting the font size the chart report title/subtitle/footer/note will appear in.

8. ***Workspace -*** the main working area in the *Chart* module where the chart designed is displayed.

8.5 Sample Chart Reports

In the following chapters you can see several samples on charts.

8.5.1 Sample Chart Report 1: Commitments and Disbursements Distribution by Top 10 Sectors

If you select the “Sector” as a chart Category, “Donor” as Series, and “Committed (USD) / Disbursed (USD)” as values to be shown on the chart, and click on the **3D Column** chart button to specify the chart type and activate the **Data Table** option in the *View* window, the following chart report will appear (Figure 32):

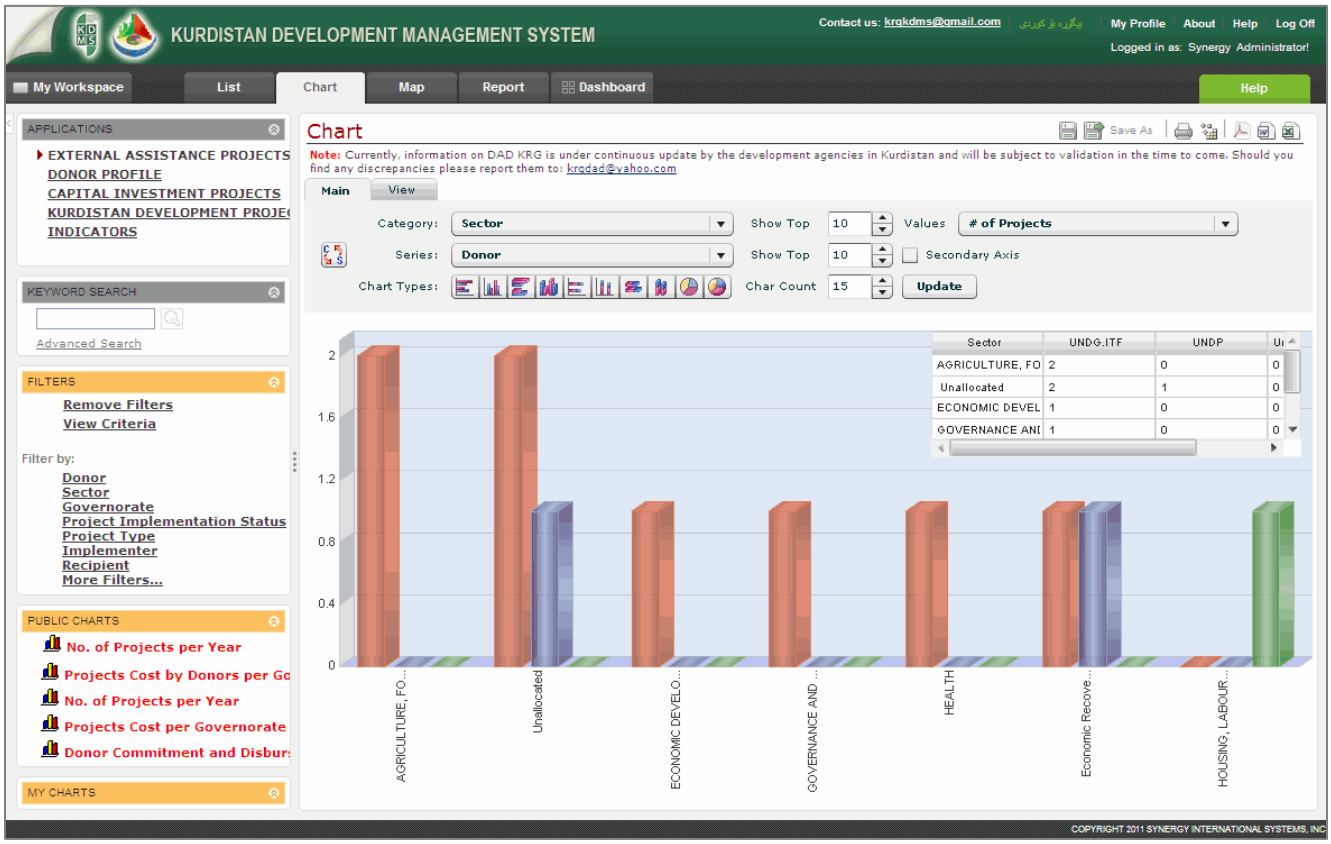


Figure 32: Sample Chart Report 1

8.5.2 Sample Chart Report 2: Total Commitments, Disbursements, and Expenditures Distribution by Governorate

If you select the “Governorate” as a chart category, and “Committed (USD) / Disbursed (USD) / Expended (USD)” as values to be shown on the chart, and click on the **3D Pie** chart button to specify the chart type and activate the **Data Table** and **Legend** options in the *View* window, the following chart report will appear (Figure 33):

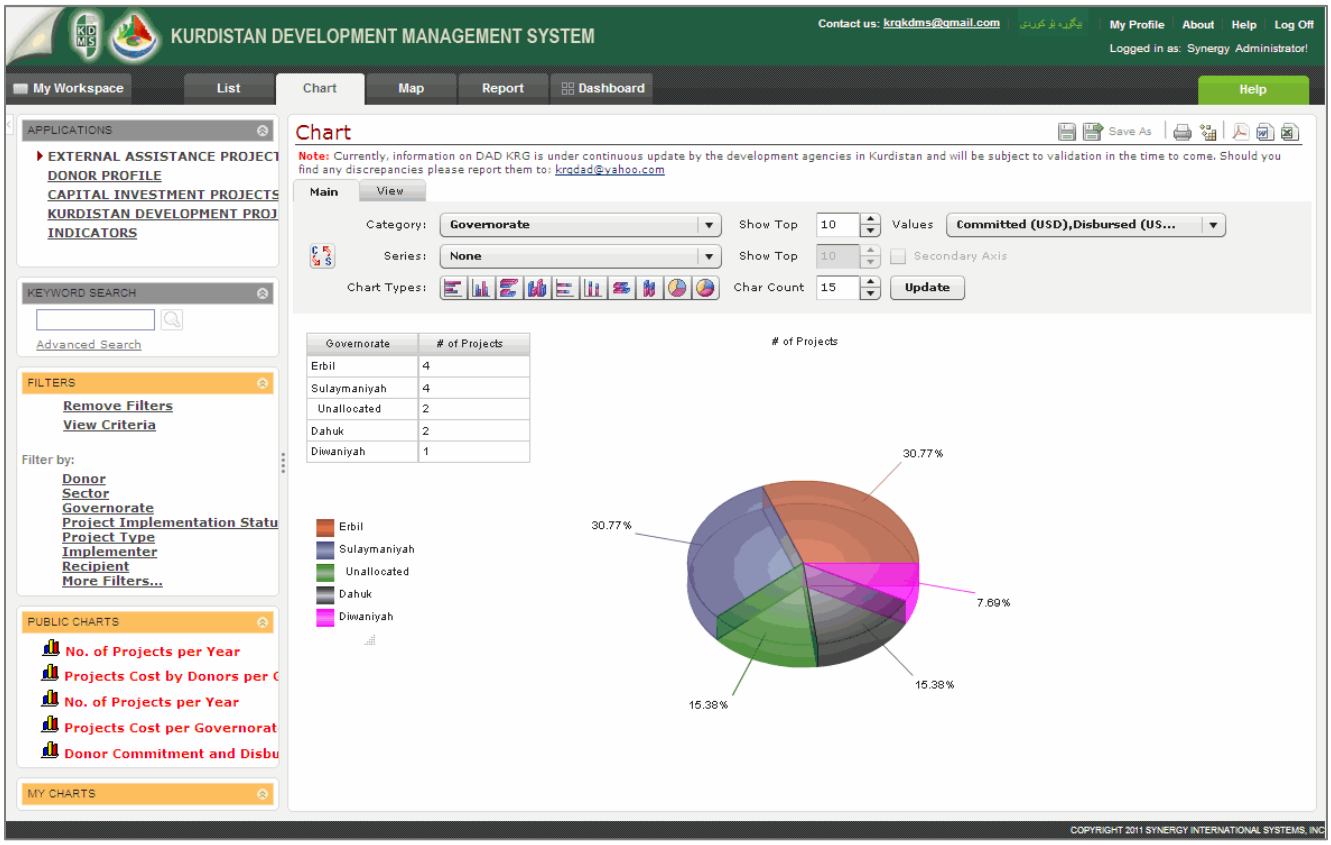


Figure 33: Sample Chart Report 2

9. MAP MODULE

In the *Map* module of *KDMS*, you can make use of an advanced GIS tool for data visualization, mapping and analysis.

In this module, you can plot data directly on a map and then access that data through the map. You can also query, aggregate, disaggregate, filter, and edit data on a map, visually capture data at any desired level, from the most general to the most detailed, down to the district level.

Moreover, the GIS tool offers an impressive array of state-of-the-art, advanced GIS features, such as the ability to zoom freely; to select a point on a map and ask the system to display any category of data within a given radius ("buffer zone querying").

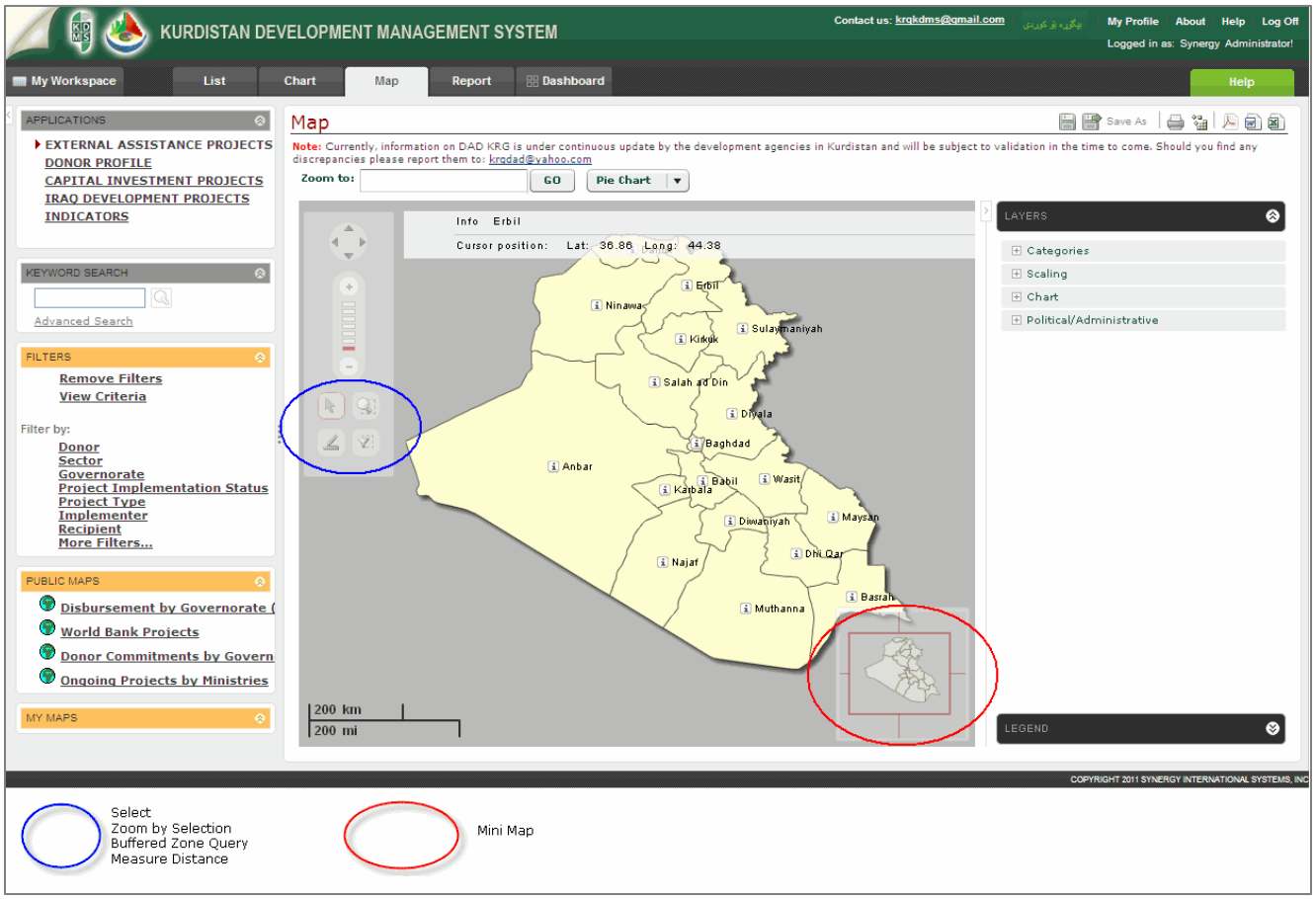


Figure 34: Map Module

9.1 Key Features of the GIS Tool

Below are the key features of the GIS tool in the *KDMS* application:

- Vector-based platform
- Multi-layer mapping

- Dynamic number of administrative territorial units
- Category or Indicator data
- Static Data (Borders, Cities, Rivers, Roads, Construction Sites, etc.)
- Names and Labels
- Any other type of layer

- Data visualization features
  - Plotting Category or Indicator Data as icons/images/flags
  - Plotting data based on GPS coordinates
  - Any layer which contains data associated to a precise GPS coordinate can be plotted on the map.
  - Coloring administrative territories based on dynamic scaling (e.g. level of certain pollution)
  - Plotting graphs on maps
  - Attaching photo images to GPS locations (or conditional locations)

- Reference features
  - Legend
  - Dynamic legends are displayed depending on the selection of layer(s).
  - Tooltips
  - Details of an administrative territories
  - Details on plotted categories and indicators

- Navigation features
  - Free zoom-in/zoom-out
  - Mouse wheel-based zoom-in/zoom-out
  - Scaled zoom-in/zoom-out
  - Map Panning (mouse drag and buttons)
  - Mini Map Preview
    The preview displays a small window of the entire world or country and is used for quick navigation to a desired location with one click without having to zoom out, find the new location and zoom in again.

- GIS specific features
  - Distance Measurement
  - Buffer Zone Querying
  - Geocoding
- Internationalization features
  - User interface multi-lingual capability
  - Map multi-lingual capability

- Export & Print
  - Export to PDF, Word, or Excel
  - Print

- Interoperability
  - Map retrieval via web services

9.2 Accessing the Map Module

The system provides for the opportunity to present data on the map of the country. In order to access the *Map* module of the system, click on the **Map** tab. You will be navigated to the *Map* module where the map of the country is displayed.

In the *Map* module, you can choose to view different data sets displayed on the map, create and display reports, save them as pre-defined reports, arrange them in the desired way, print them, etc.

9.3 The Map Module Screen Components

The following figure describes some of the features available in the main screen of the *Map* module (Figure 34):

1. ***Zoom to panel -*** allows free zooming to the desired administrative unit (governorate or district).

2. ***Chart type selector -*** allows defining whether the data should be presented in form of a pie chart or a bar chart when plotting graphs on the map.

3. ***Navigation controls -*** a set of tools that provide common navigation functions, such as panning and zooming.

4. ***Map -*** the map of the country.

5. ***Scale Bar -*** allows you to work out the distances on the map. The distances are expressed both in the metric and English units of measure.

6. ***Mini Map -*** an overview map of the entire country displayed in a small window allowing quick navigation to a desired location with one click without having to zoom out, find the new location and zoom in again.

7. ***Layers Panel -*** provides a variety of data to choose to display on the map.

8. ***Legend Panel -*** explains the categories and data series displayed on the map.

9. ***Location information section -*** displays the name of the administrative unit when it is pointed on the map.

10. ***Cursor position section -*** displays the geographic coordinates (expressed as latitude and longitude) for any point on the map.

9.4 Working in the Map Module

9.4.1 Zooming in / Zooming out

The GIS tool is equipped with the advanced zooming capabilities used to enlarge or reduce the view of the map on the screen. The following zooming options are available:

Free zoom in / zoom out

This option allows you to easily explore the data through Intelligent Searching. You can enter any combination of letters in the *Zoom to* panel and select the administrative territory (district) to navigate to from the list containing the search results (Figure 35). The selected item will be magnified and displayed in the main screen.

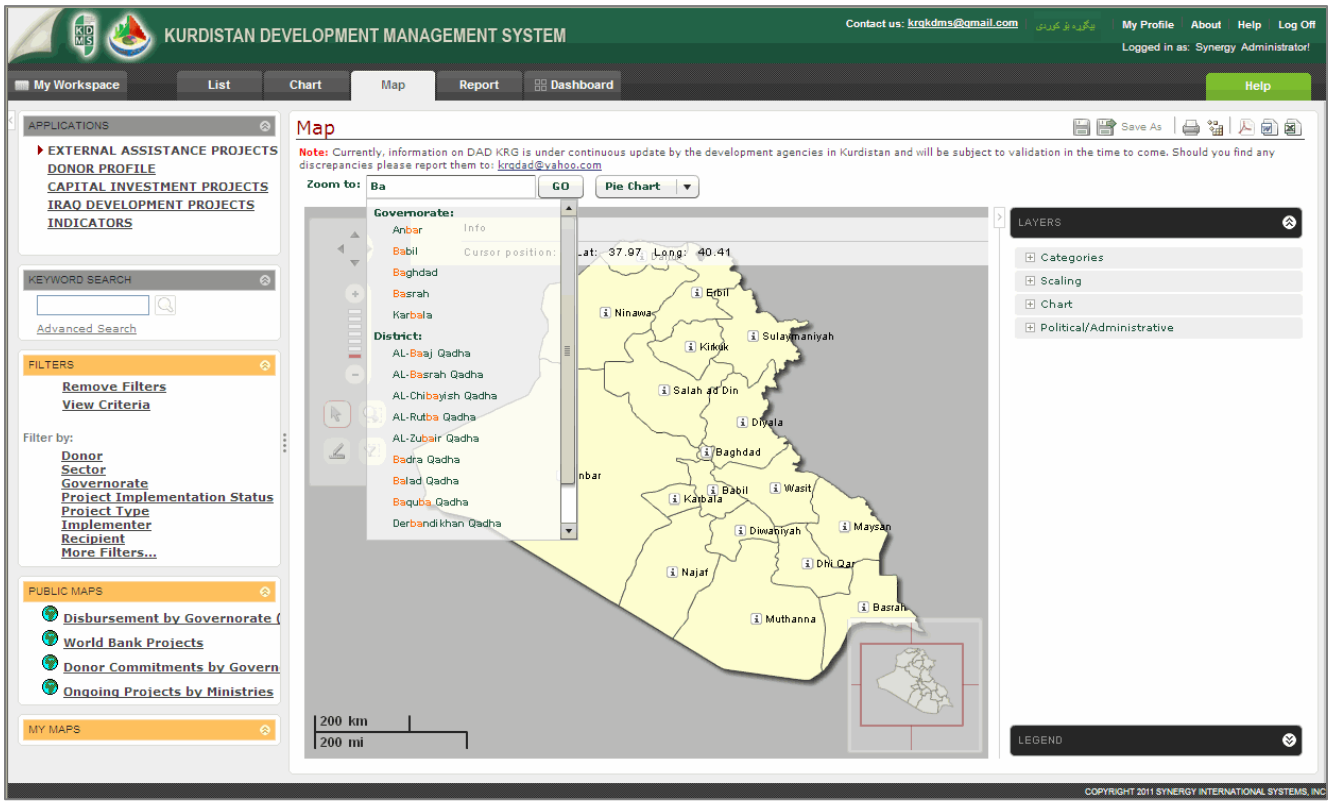


Figure 35: Intelligent Searching

Scaled zoom in / zoom out

This option allows zooming in / zooming out using the scale tool available in the Advanced GIS.

This means that when changing the zoom scales by clicking either on + or −, you can magnify or reduce the viewport according to the scale value.

Mouse wheel-based zoom-in / zoom-out

This option supports mouse wheel-based zooming in / zooming out. In order to enlarge or reduce the viewport using the scroll wheel button of the mouse, you should click anywhere on the map and use the wheel button in the backward motion to zoom in and in the forward motion to zoom out.

Zoom by Selection

This option allows magnifying the original viewport or a portion of it using the mouse. To be able to enlarge an area on the map, you should activate the *Zoom by Selection* option by clicking the button then select a region on the map to magnify.

9.4.2 Measuring Distance

In the Map module, you can measure the distance between two points on the map.

To do this, click button, select the point on the map and drag the mouse to the second point to trace a path to measure (Figure 36). The measured distance will be expressed both in metric and English units of measure.

Note: Measuring is calculated using the latitude and longitude coordinates from point to point and does not consider elevation.

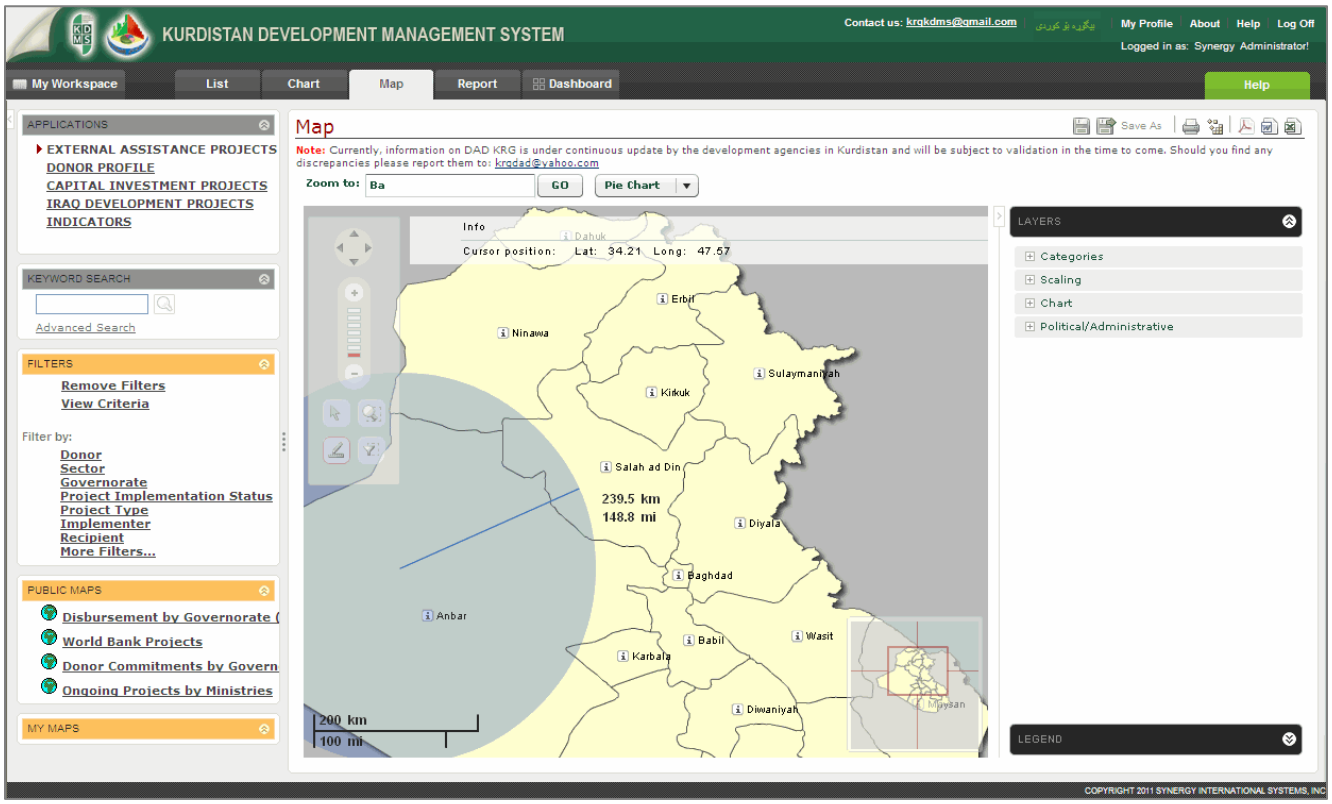


Figure 36: Measuring Distance

9.4.3 Buffer Zone Querying

This feature in the Advanced GIS tool is used to select a point on a map and display any type of data within a given radius. In addition, the tool is easily navigable through a Mini Map, Navigation Bar and Intelligent Search Tools.

To be able to create a buffer zone to view data for, select the button, and then select the region on the map to highlight. The selected area will be activated while the rest of the screen will be disabled (Figure 37). This tool may be useful for presentations on screenshots to mark the selected area on the map.

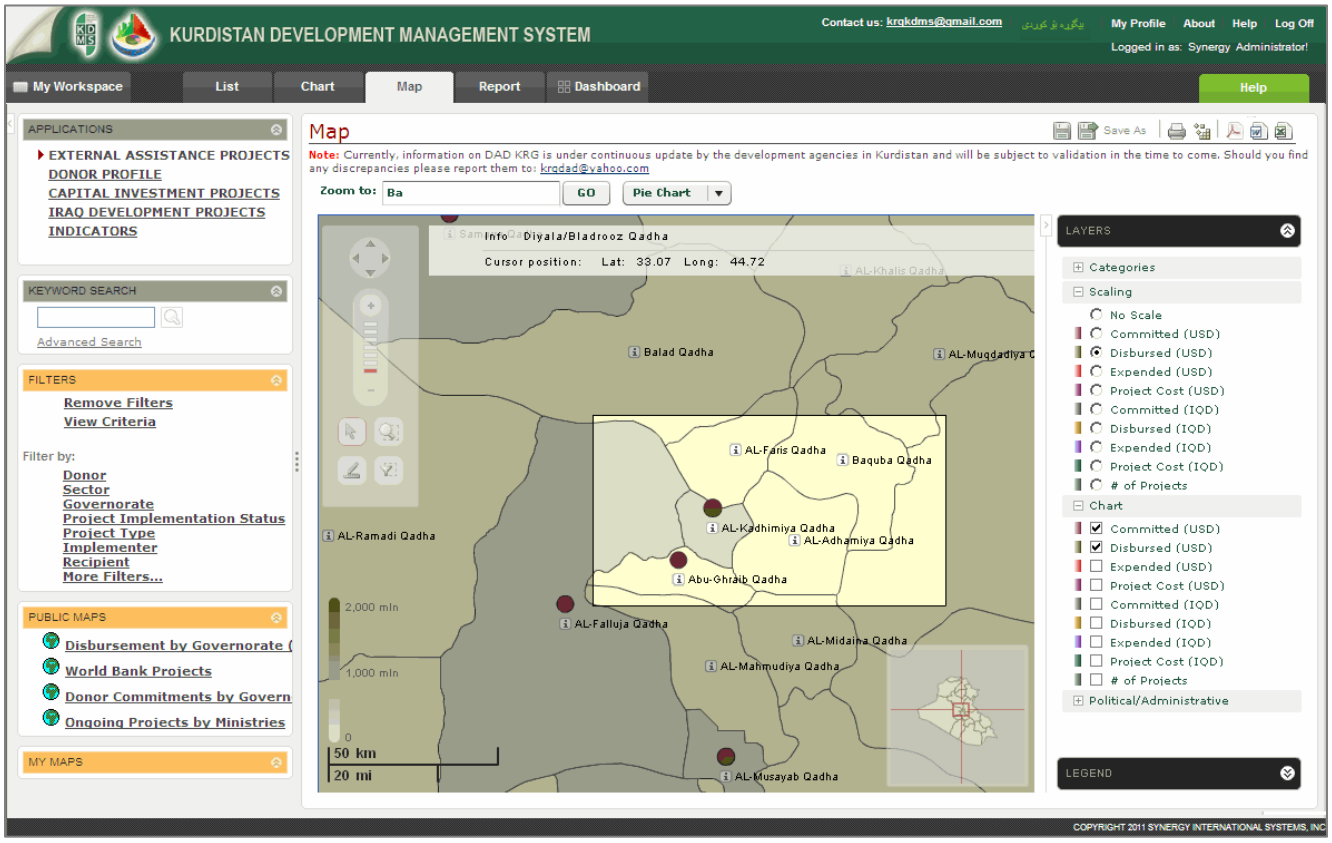


Figure 37: Buffer Zone Querying

9.4.4 Using Layers

The Layers feature in the *Map Module* provides a variety of data to select to display over the viewing area. You can use the Layers feature to display the following information:

- Display categories;
- Choose to view data on a scaling map;
- Plot data in the form of different graphs (pie chart or bar chart);
- Display map features such as department or commune borders.

The following layers can be applied in *KDMS*:

Categories

This option is used to plot category data on the map and to view them in form of different icons / images. To enable this option, expand the *Category* section and selecting the category(ies) listed.

Note: When pointing the mouse cursor on a respective icon/image on the map, you can view the details for the selected category.

Scaling

This option is used to view the data on a scaling map. This means that the selected data series will not be displayed in form of graphs, but the administrative territories will be colored according to the selected scaling category instead. The scaling legend at the bottom left side of the map prompts on the coloring pattern used.

To enable this option, expand the *Scaling* section in the Layers panel and select one of the possible alternatives listed.

Chart

You can plot different data series on a map and view them in the form of different graphs, such as pie charts or bar charts. You can turn on this option by expanding the *Chart* section in the Layers panel and selecting the chart category(-ies) to be displayed on the map. By default, the selected category(-ies) will appear in the form of a pie chart. However, you can choose the view the data in the form of a bar chart by selecting the appropriate option from the **Chart Type** drop-down (Figure 38).

Note: When pointing the mouse cursor on any of the chart constituents, you can view the data that stands behind it. The details on plotted chart categories are displayed when clicking the button.

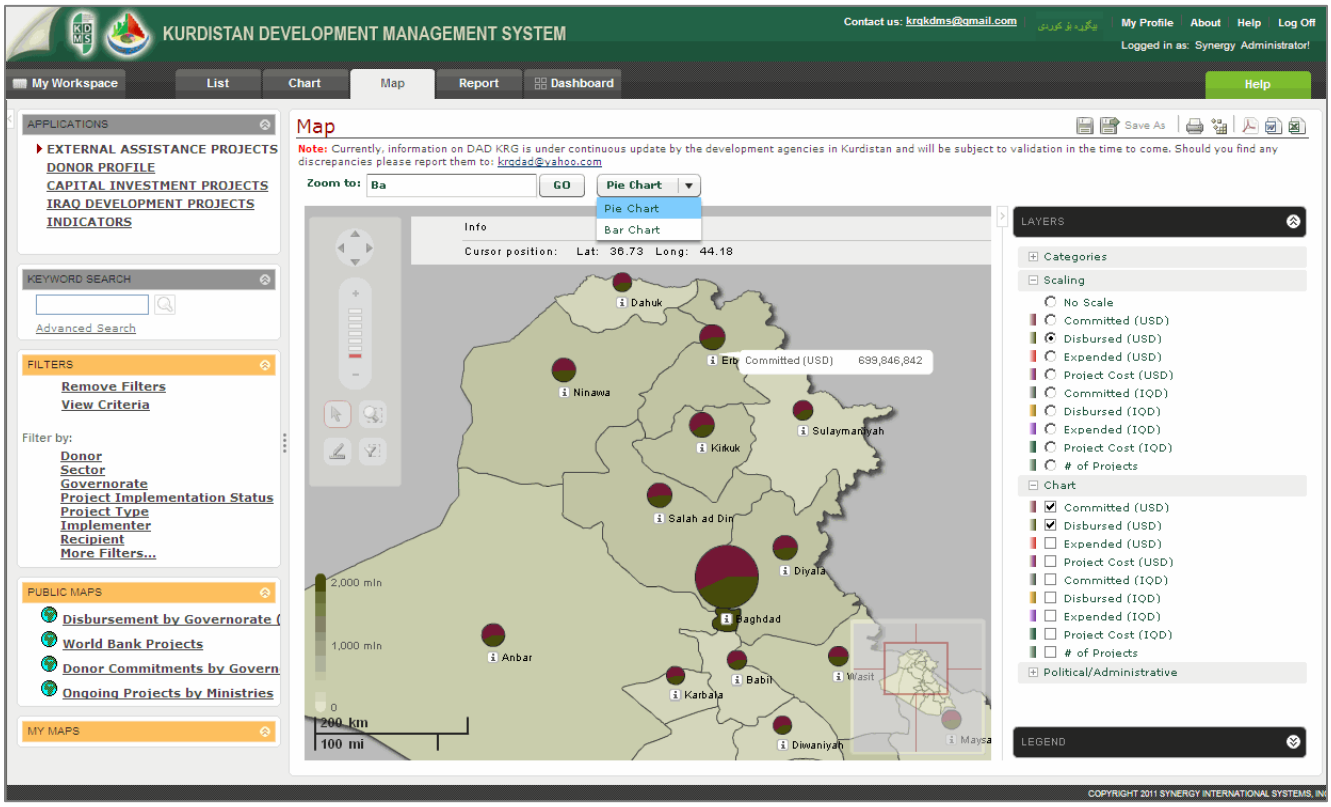


Figure 38: Selecting Chart Type

Borders

You can turn on border information by expanding the *Borders* section in the Layers panel and selecting one of the following options:

- **Auto -** displays border information for all territorial units when the zoom in is selected. For example, if you zoom in to district level, the border information for both governorates and district will be displayed on the map.
- **Governorate -** displays the border information for all governorates.
- **District–** displays the border information for all districts.

9.4.5 Viewing Legend

To explain the data series or categories on the map, the legend is used to identify the patterns or colors that are assigned to the selected categories (Figure 39). It is worth mentioning that each data series or category is represented by a unique pattern or color in the map legend, which is displayed in the following ways:

- In the *Legend* section if you have chosen to apply any category to the map.
- At the bottom left side of the map if you have selected to view data on the scaling map.

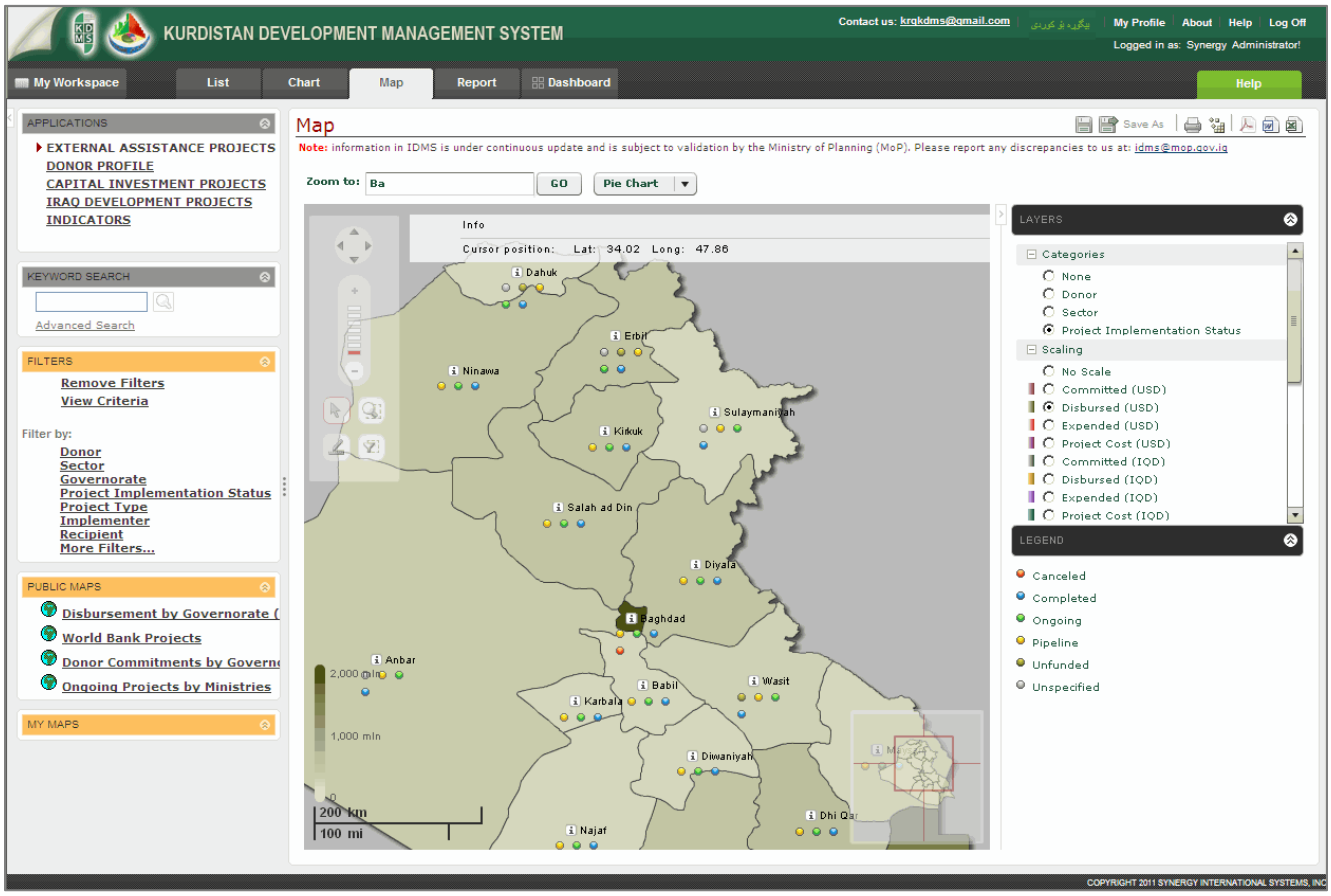


Figure 39: Viewing Chart Legend

9.4.6 Using Mini Map

The Mini Map window feature displays an additional view of the country map with a position indicator that corresponds to the current view inside the main screen (Figure 40). One of the main features of the Mini Map is that while the Mini Map window responds to position adjustments in the main screen, you can also interact directly with it. Double-clicking any area within the window or dragging the position cursor to the desired place will adjust position both in the Mini Map and in the main screen to the point in the Mini Map window that the user selects.

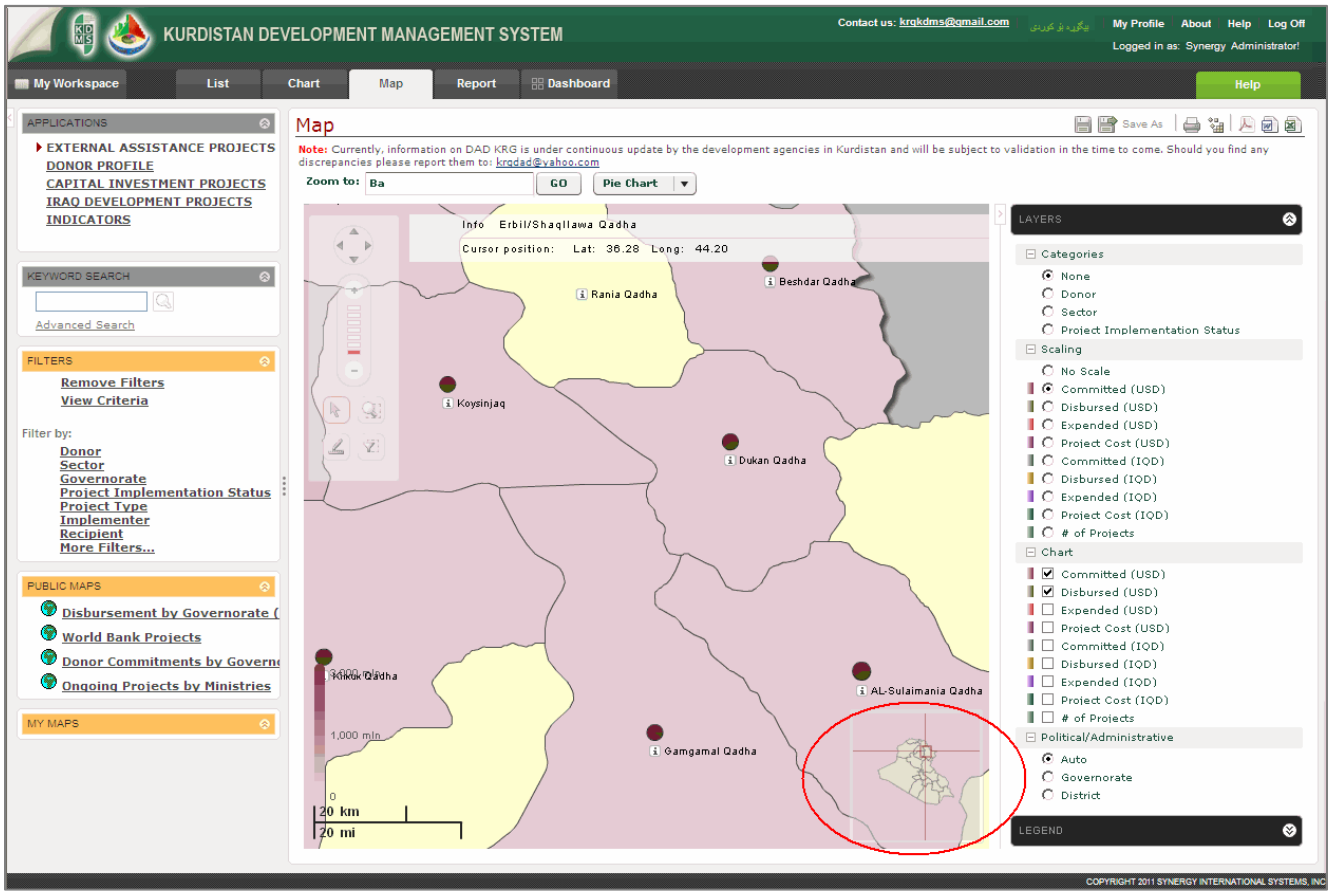


Figure 40: Using Mini Map

9.5 Viewing the Data Displayed on the Map

The Advanced GIS tool is used to view the data referring to definite territorial units – governorates and/or cities/villages when zoomed in to this level. In order to access the data for a specific territorial unit, point the mouse cursor on the ℹ button (Figure 41). The information that is displayed in the information window includes but is not limited to # of people in need of shelter, # of houses totally destroyed, estimate # of households, etc. If you have plotted any chart category on the map, the chart category details appear in the information window as well.

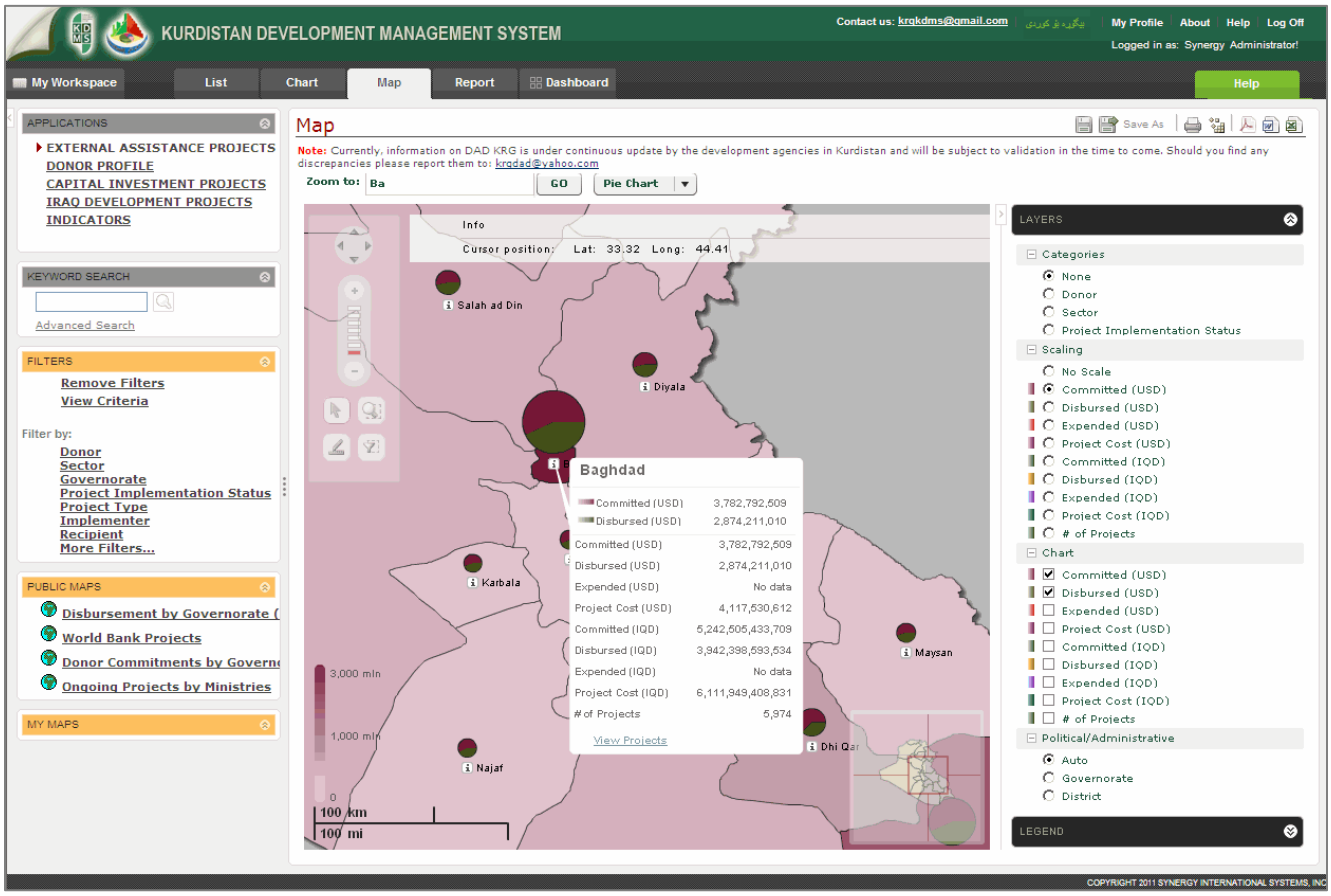


Figure 41: Viewing the Data Displayed on the Map

9.6 Sample Map Reports

In the following chapters you can see several samples on maps.

9.6.1 Sample Map Report 1: Projects Distribution by Implementation Status

You will get the following map report if you have selected the “Project Implementation Status” as a map **Category** and open the **Legend** panel (Figure 42):

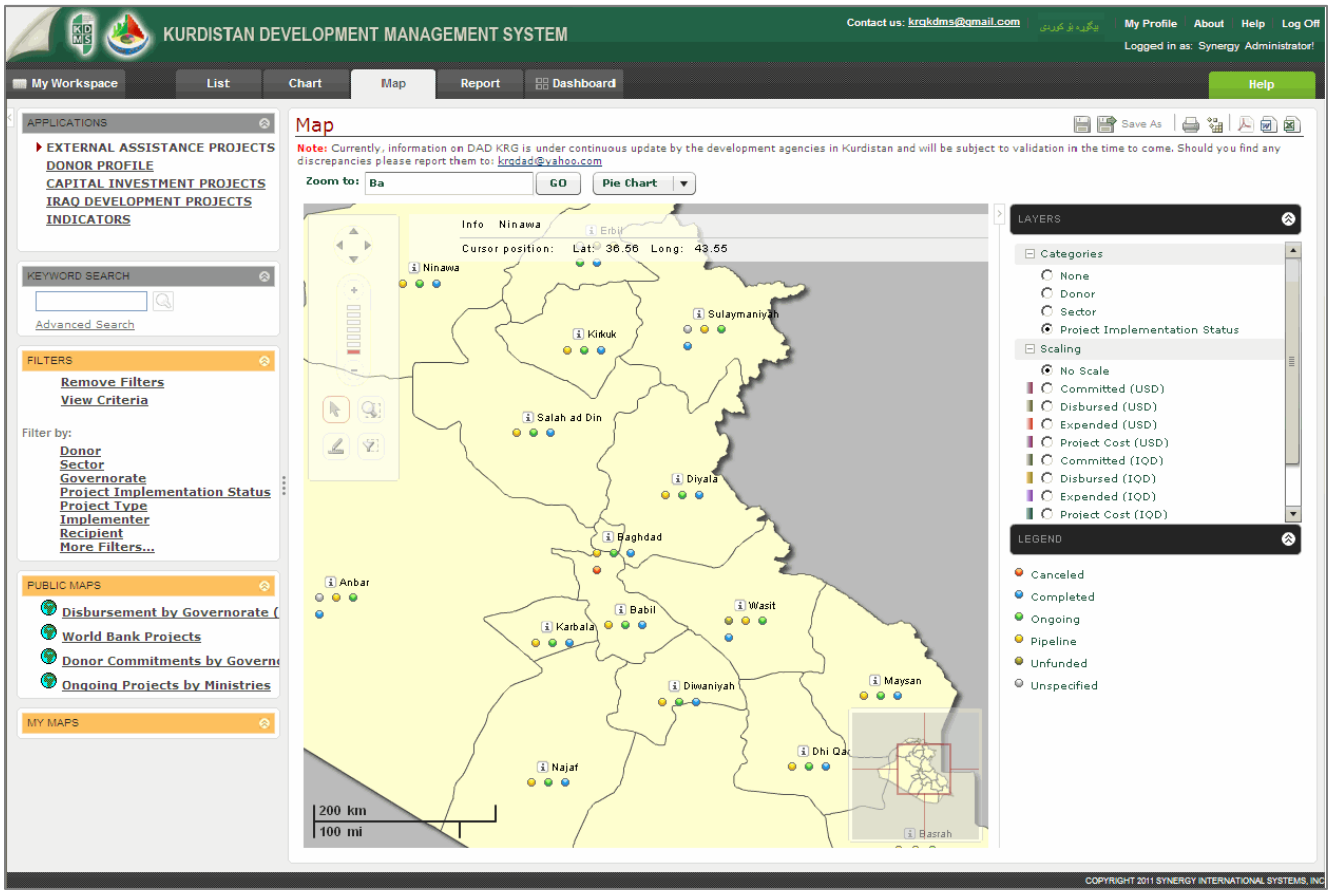


Figure 42: Sample Map Report 1

9.6.2 Sample Map Report 2: Projects Cost by District

If you have selected the “Project cost (USD)” as a map **Scale**, the following map report will appear (Figure 43):

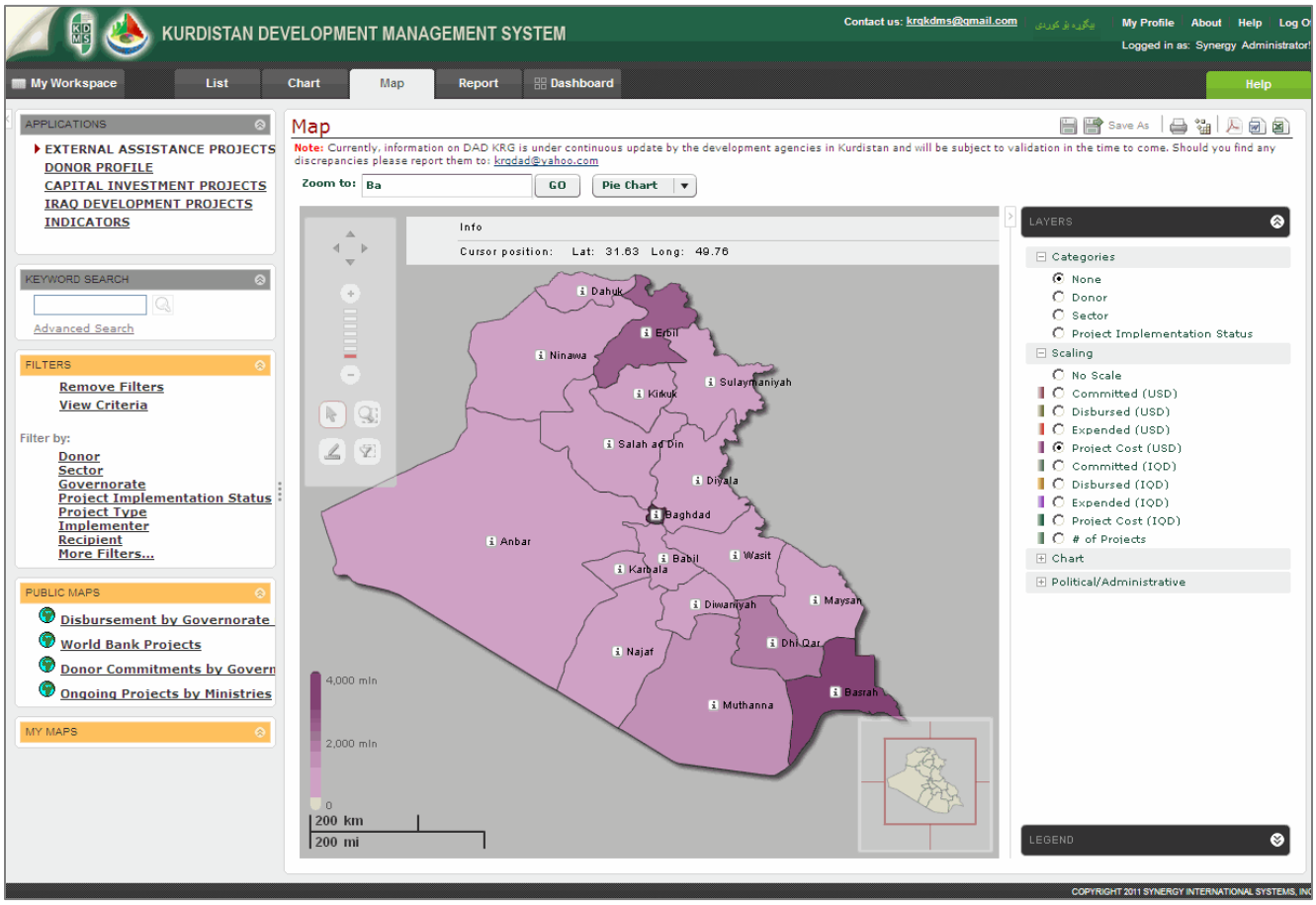


Figure 43: Sample Map Report 2

10. REPORT MODULE

In the *Report* module of the *KDMS* application, you can create and execute ad-hoc queries on the data, and acquire results in the form of different reports.

10.1 Accessing the Report Module

As it has been stated above, the system provides for the opportunity to create different sorts of list reports. In order to access the *Report* module of the system, click on the **Report** tab. You will be navigated to the Report module of the application where the *Report Designer* (Figure 44) will open.

In this module, you can create list reports, save them as predefined reports, arrange them in the desired way, print them, etc.

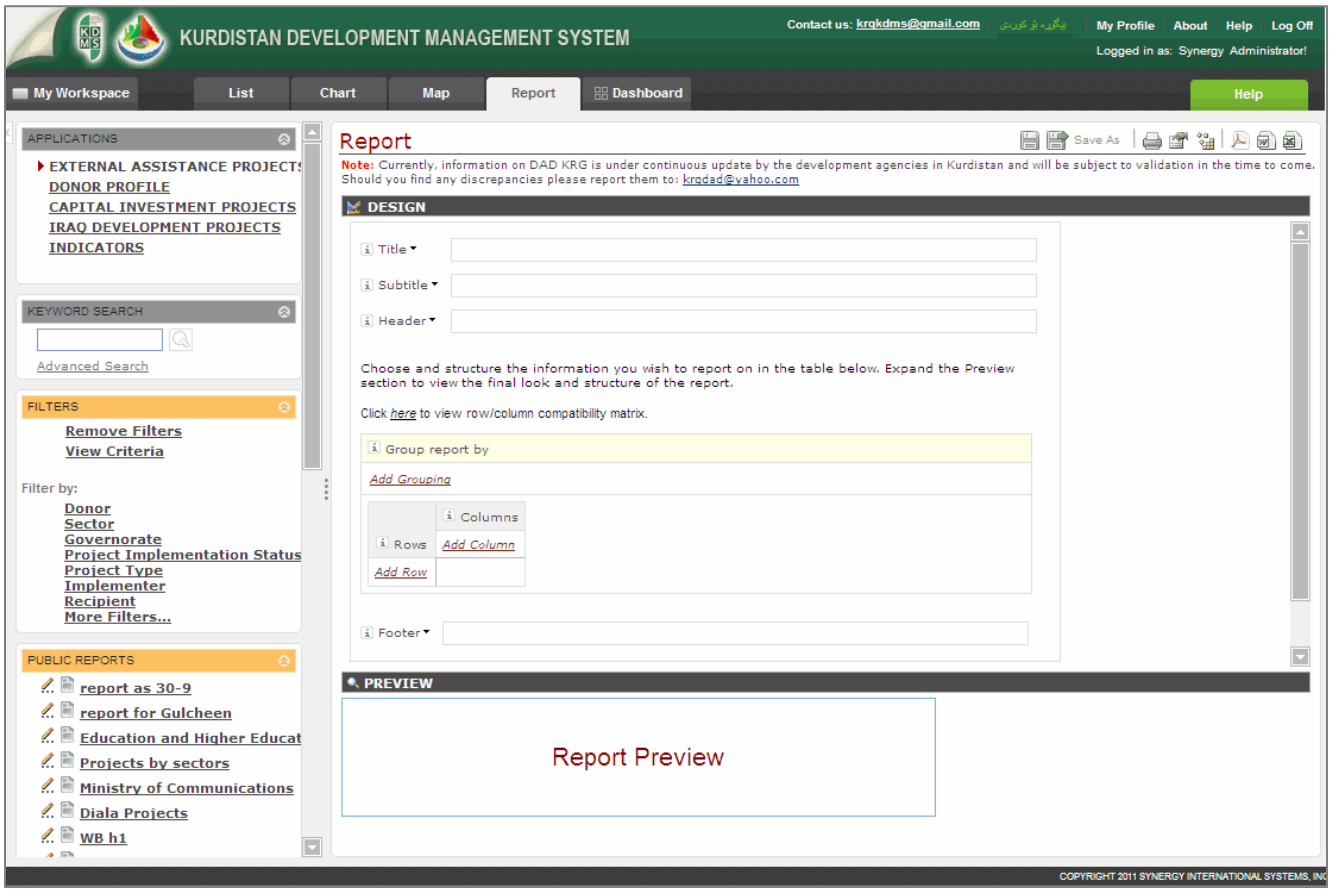


Figure 44: KDMS Application Report Module

10.2 Creating a Report

In order to create a report, i.e. to structure the report table and choose what information should appear in the rows and columns of the table, add report components, which are:

- **Text entries** – title, subtitle, header, and footer. For these fields, the expected input is a free text.

- **Report grouping** - allows grouping data according to a specific category. Grouped data appear in different tables. Each table contains data that fall under one group of the category specified.
- **Rows** - group data within the report table.
- **Columns** - show details specific to each table row.
- **Sub-columns** - divide the row details displayed under each column.

In order to add report components, follow the steps below. They provide instructions on how to compose and submit queries.

1. Type the text that should appear as the report title in the 'Title' text box.
2. Enter a 'Subtitle', 'Header', and 'Footer' if needed.
3. In the 'Group Report by' section, specify the category, which will be used to group data into different tables. To add a report grouping, click on the **Add Grouping** link in the 'Group Report by' section and select the appropriate category from the menu that appears (Figure 45).
   Note: The report will be divided into as many tables as there are table groupings selected.
4. Select table rows by clicking on the **Add Row** link and selecting the appropriate item from the menu that appears. Please note that it is possible to select one row at a time from the list of available rows.
5. Select table columns by clicking on the **Add Column** link and selecting the appropriate item from the menu that appears. Please note that it is possible to select one column at a time from the list of available columns.
   Note: Once the report column is selected, an **Add Sub-column** link becomes available under the selected column. It allows indicating how the row details displayed under each column will be divided.

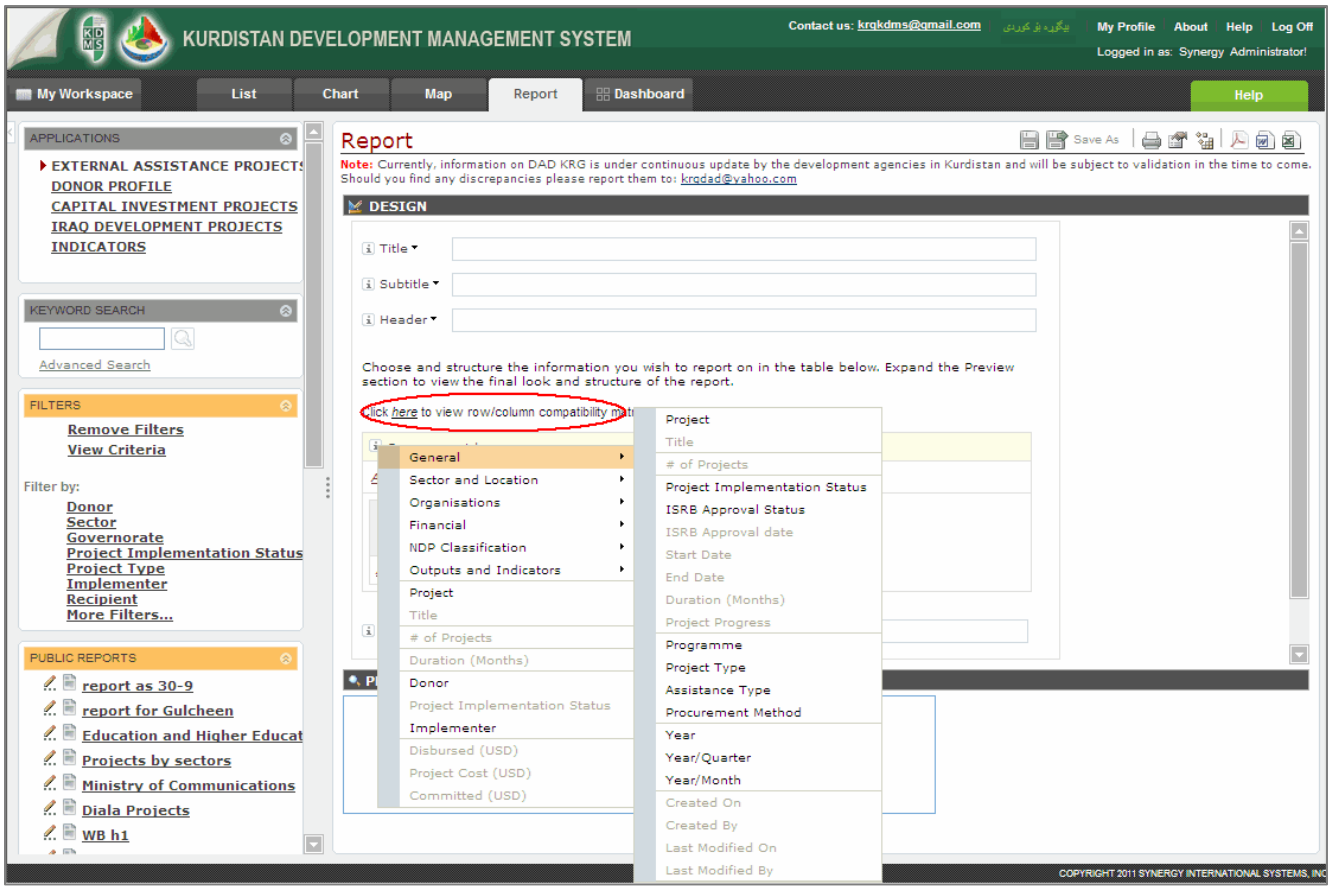


Figure 45: Selecting a Grouping for a Report

Note: At any point it is possible to remove all components selected for the report and design a new report from scratch by clicking on the Reset **(Reset)** button.

Note: If you have defined a report which has incompatible columns (columns over which reports cannot be generated), they will be marked in red and an error message will occur. To make your reports productive, use the link (as marked in red, Figure 45) to open the Compatibility Matrix table (Figure 46). This is a table that displays the compatibility between all categories and measures in the database to display them in the report.

Compatibility Matrix

• - indicates compatibility between Category and Measure

Rows(Categories) / Columns(Measures)	# of Projects	Committed (IQD)	Committed (USD)	Contributions to UNDG.ITF (IQD)	Contributions to UNDG.ITF (USD)	Contributions to UNDP.TTF (IQD)	Contributions to UNDP.TTF (USD)	Contributions to WB.ITF (IQD)	Contributions to WB.ITF (USD)	Created By	Created On	Disbursed (IQD)	Disbursed (USD)	Duration (Months)	End Date	Expended (IQD)	Expended (USD)	ISRB Approval date	Jobs created after project	Jobs created during project	KPI Progress (# to date)	KPI Target (#)	Last Modified By	Last Modified On	Output Progress (# to date)	Output Target (#)	Project Cost (IQD)	Project Cost (USD)	Project Implementation Status	Project Progress	Project Ref. #	Start Date	Title
Assistance Type	•	•	•									•	•			•	•		•	•							•	•					
Beneficiary Type	•	•	•									•	•			•	•		•	•							•	•					
Direct/Indirect Beneficiaries	•	•	•									•	•			•	•		•	•							•	•					
Donor	•	•	•	•	•	•	•	•	•			•	•			•	•		•	•							•	•			•		
Donor Type	•	•	•									•	•			•	•		•	•							•	•					
Funding Type	•	•	•									•	•						•	•							•	•					
Governorate	•	•	•									•	•			•	•		•	•							•	•					
Implementer	•	•	•									•	•						•	•							•	•					
Implementer Type	•	•	•									•	•			•	•		•	•							•	•					
ISRB Approval Status	•	•	•									•	•			•	•		•	•							•	•					
Key Performance Indicator	•																				•	•											
Nahia	•	•	•									•	•			•	•		•	•							•	•					
NDP Objective	•	•	•									•	•			•	•		•	•							•	•					
NDP Sector	•	•	•									•	•			•	•		•	•							•	•					
Output	•																								•	•							
Procurement Method	•	•	•									•	•			•	•		•	•							•	•					
Programme	•	•	•									•	•			•	•		•	•							•	•					
Project		•	•							•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Project Implementation Status	•	•	•									•	•			•	•		•	•							•	•					
Project Type	•	•	•									•	•			•	•		•	•							•	•					
Qadha	•	•	•									•	•			•	•		•	•							•	•					
Recipient	•	•	•									•	•			•	•		•	•							•	•					
Sector	•	•	•									•	•			•	•		•	•							•	•					
Sub-Sector	•	•	•									•	•			•	•		•	•							•	•					
Year	•	•	•									•	•			•	•		•	•							•	•					
Year/Month	•	•	•									•	•						•	•													
Year/Quarter	•	•	•									•	•			•	•		•	•													

Figure 46: Compatibility Matrix

10.3 Previewing a Report

At any time during the process of creating a report, look in the *Preview* section at the bottom of the page, in order to view the final structure of the report (Figure 47). The Preview will not be ready for viewing unless there is at least one table row defined.

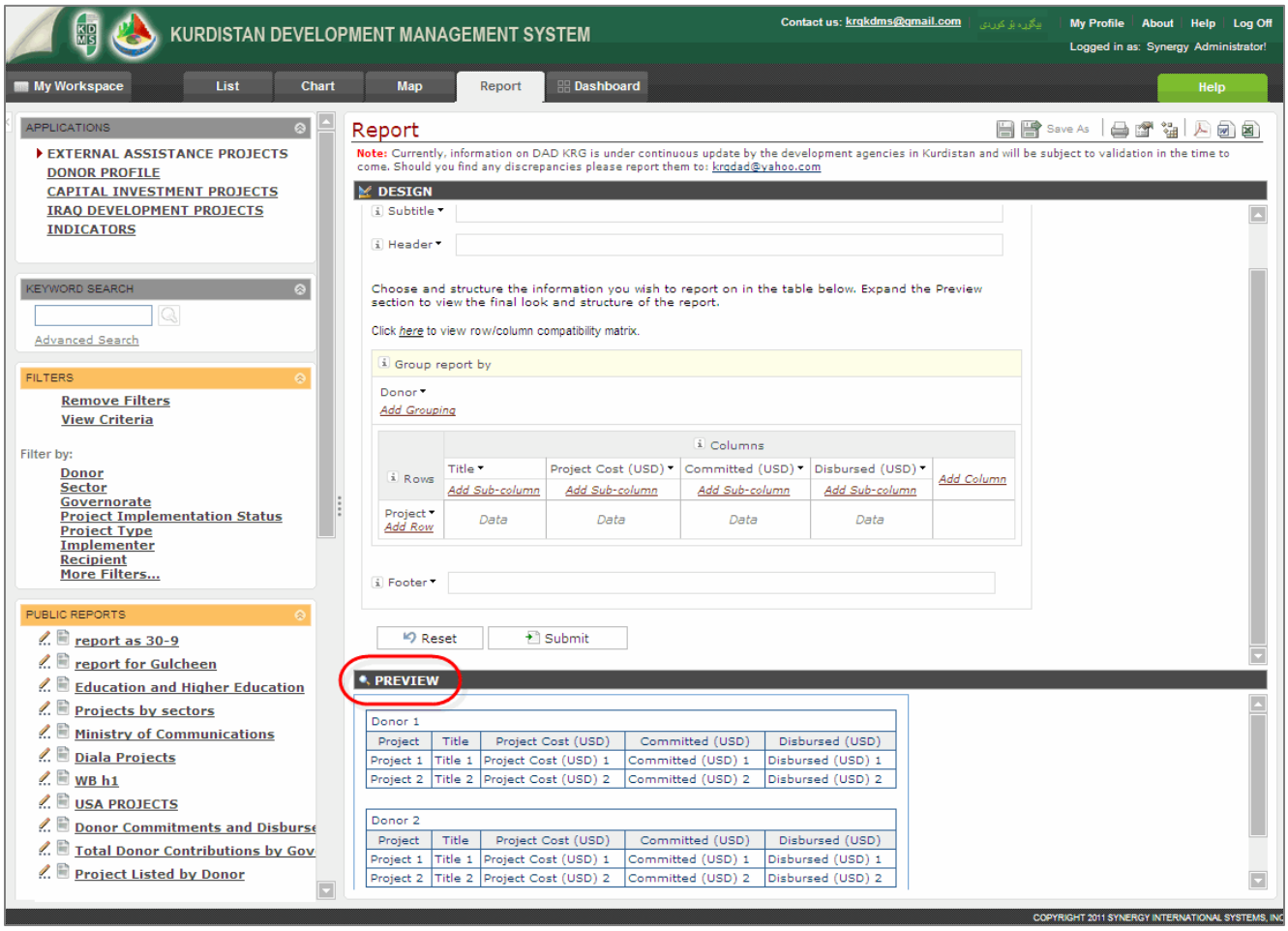


Figure 47: Previewing the Report

All your added report components and structuring results will be displayed in the *Preview* section which helps you to check whether the report matches the required output or not. This section can be expanded in order to display whole of the information.

10.4 Generating a Report

The final step in the process of creating a report is report generation. By clicking the Submit **(Submit)** button, a request to the Reporting Engine is submitted in order to access the database, gather the required data and present it in the manner required. The Report containing all the real data appears in a new window.

10.5 Sample Reports

In the following chapters you can see several samples on reports.

10.5.1 Sample Report 1: Projects Listed by Donor

If you have indicated:

- "Donor" as the report table grouping;
- "Project" as the row;
- "Title" , "Project Cost (USD)", "Committed (USD)" , "Disbursed (USD)" as columns (Figure 48);

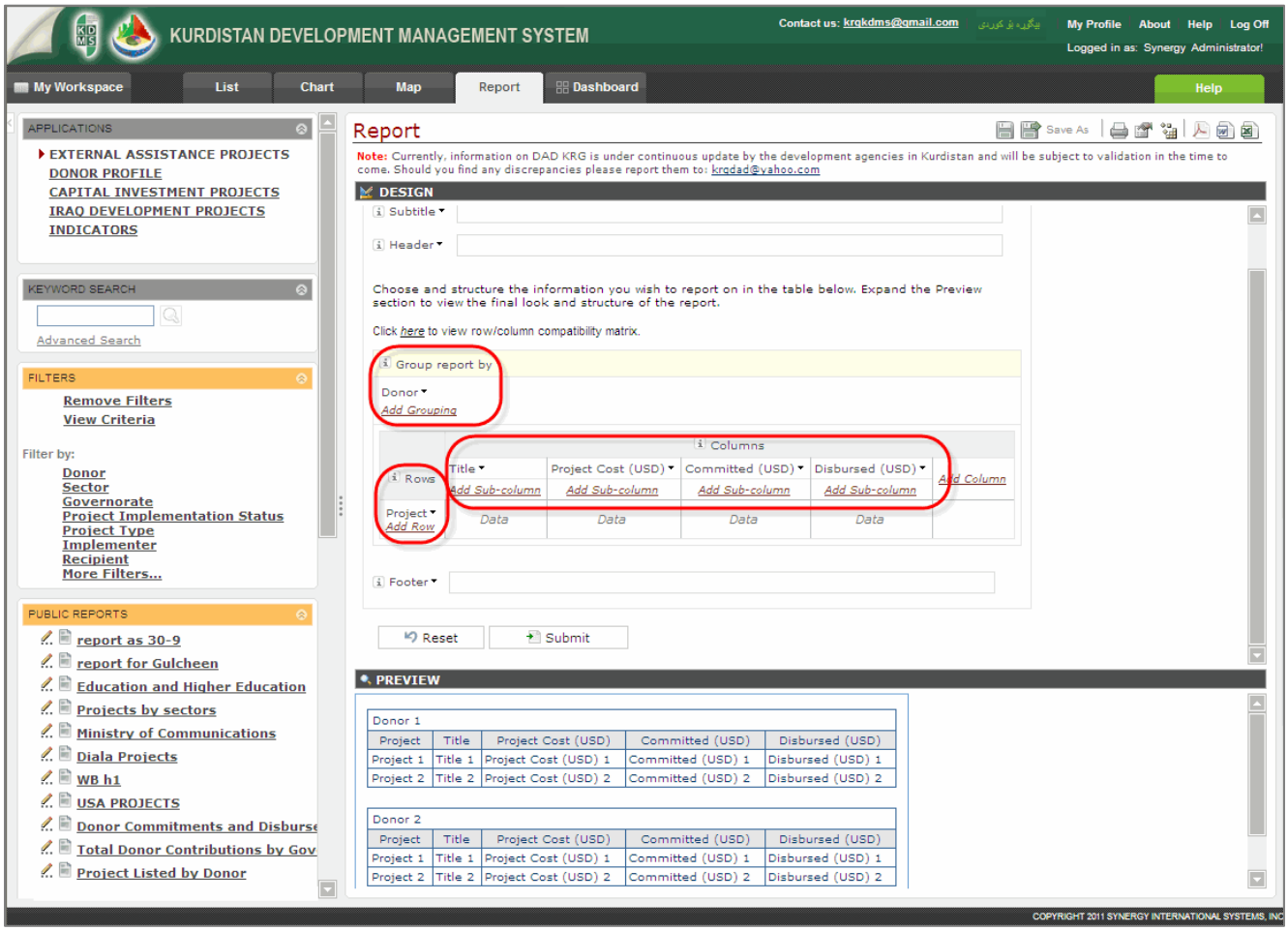
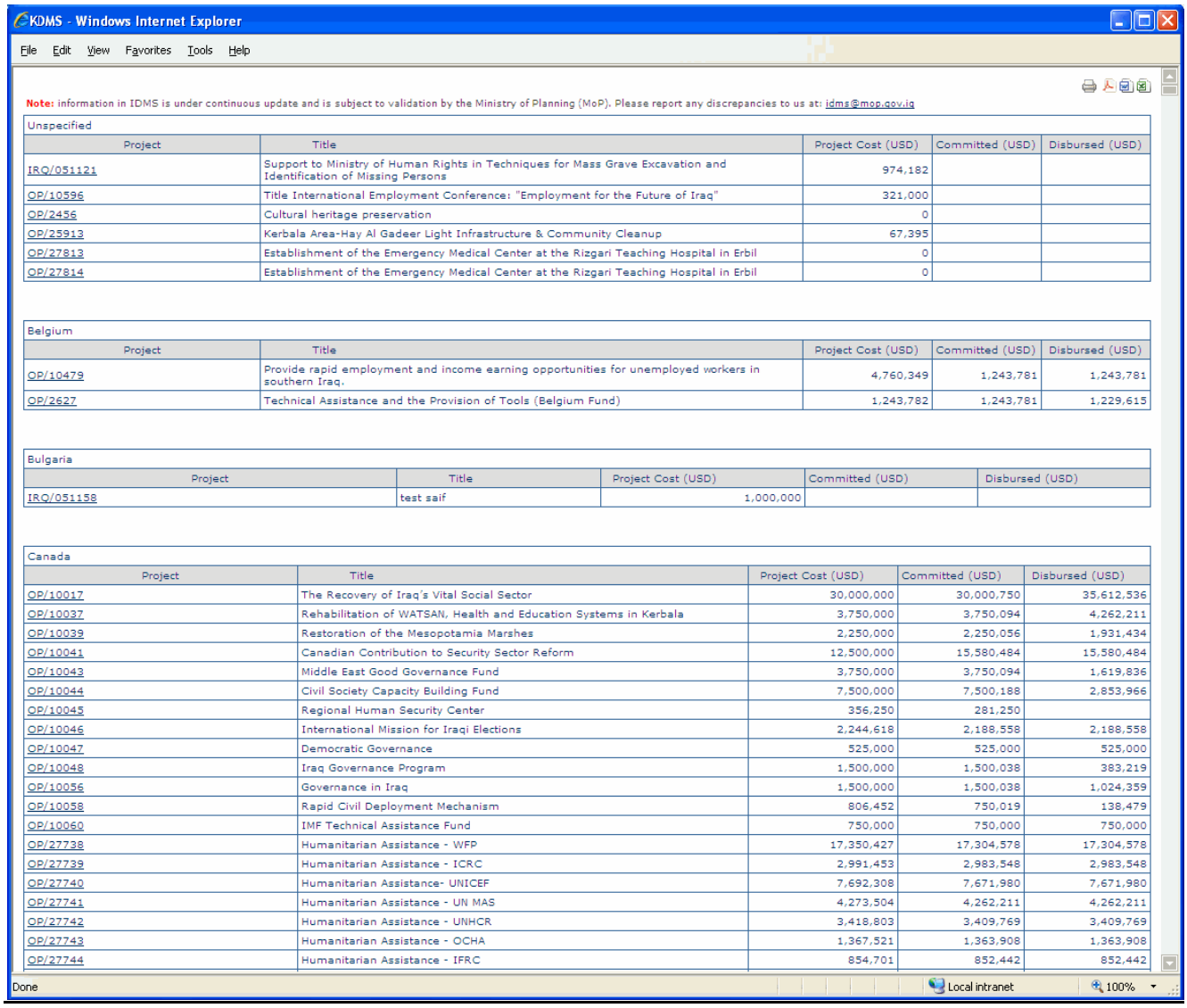


Figure 48: Creating a Report 1

You will have the following result (Figure 49):


KDMS - Windows Internet Explorer
File Edit View Favorites Tools Help
Note: information in IDMS is under continuous update and is subject to validation by the Ministry of Planning (MoP). Please report any discrepancies to us at: idms@mop.gov.iq
Done
Local intranet
100%

Unspecified

Project	Title	Project Cost (USD)	Committed (USD)	Disbursed (USD)
IRQ/051121	Support to Ministry of Human Rights in Techniques for Mass Grave Excavation and Identification of Missing Persons	974,182		
OP/10596	Title International Employment Conference: "Employment for the Future of Iraq"	321,000		
OP/2456	Cultural heritage preservation	0		
OP/25913	Kerbala Area-Hay Al Gadeer Light Infrastructure & Community Cleanup	67,395		
OP/27813	Establishment of the Emergency Medical Center at the Rizgari Teaching Hospital in Erbil	0		
OP/27814	Establishment of the Emergency Medical Center at the Rizgari Teaching Hospital in Erbil	0		

Belgium

Project	Title	Project Cost (USD)	Committed (USD)	Disbursed (USD)
OP/10479	Provide rapid employment and income earning opportunities for unemployed workers in southern Iraq.	4,760,349	1,243,781	1,243,781
OP/2627	Technical Assistance and the Provision of Tools (Belgium Fund)	1,243,782	1,243,781	1,229,615

Bulgaria

Project	Title	Project Cost (USD)	Committed (USD)	Disbursed (USD)
IRQ/051158	test saif	1,000,000		

Canada

Project	Title	Project Cost (USD)	Committed (USD)	Disbursed (USD)
OP/10017	The Recovery of Iraq's Vital Social Sector	30,000,000	30,000,750	35,612,536
OP/10037	Rehabilitation of WATSAN, Health and Education Systems in Kerbala	3,750,000	3,750,094	4,262,211
OP/10039	Restoration of the Mesopotamia Marshes	2,250,000	2,250,056	1,931,434
OP/10041	Canadian Contribution to Security Sector Reform	12,500,000	15,580,484	15,580,484
OP/10043	Middle East Good Governance Fund	3,750,000	3,750,094	1,619,836
OP/10044	Civil Society Capacity Building Fund	7,500,000	7,500,188	2,853,966
OP/10045	Regional Human Security Center	356,250	281,250	
OP/10046	International Mission for Iraqi Elections	2,244,618	2,188,558	2,188,558
OP/10047	Democratic Governance	525,000	525,000	525,000
OP/10048	Iraq Governance Program	1,500,000	1,500,038	383,219
OP/10056	Governance in Iraq	1,500,000	1,500,038	1,024,359
OP/10058	Rapid Civil Deployment Mechanism	806,452	750,019	138,479
OP/10060	IMF Technical Assistance Fund	750,000	750,000	750,000
OP/27738	Humanitarian Assistance - WFP	17,350,427	17,304,578	17,304,578
OP/27739	Humanitarian Assistance - ICRC	2,991,453	2,983,548	2,983,548
OP/27740	Humanitarian Assistance- UNICEF	7,692,308	7,671,980	7,671,980
OP/27741	Humanitarian Assistance - UN MAS	4,273,504	4,262,211	4,262,211
OP/27742	Humanitarian Assistance - UNHCR	3,418,803	3,409,769	3,409,769
OP/27743	Humanitarian Assistance - OCHA	1,367,521	1,363,908	1,363,908
OP/27744	Humanitarian Assistance - IFRC	854,701	852,442	852,442

Figure 49: Sample List Report 1

10.5.2 Sample Report 2: Projects by Location

If you have indicated:

- "Governorate" as the report table grouping;
- "Project" as the report row;
- "Title" and "Project Cost(USD)" as columns (Figure 50);

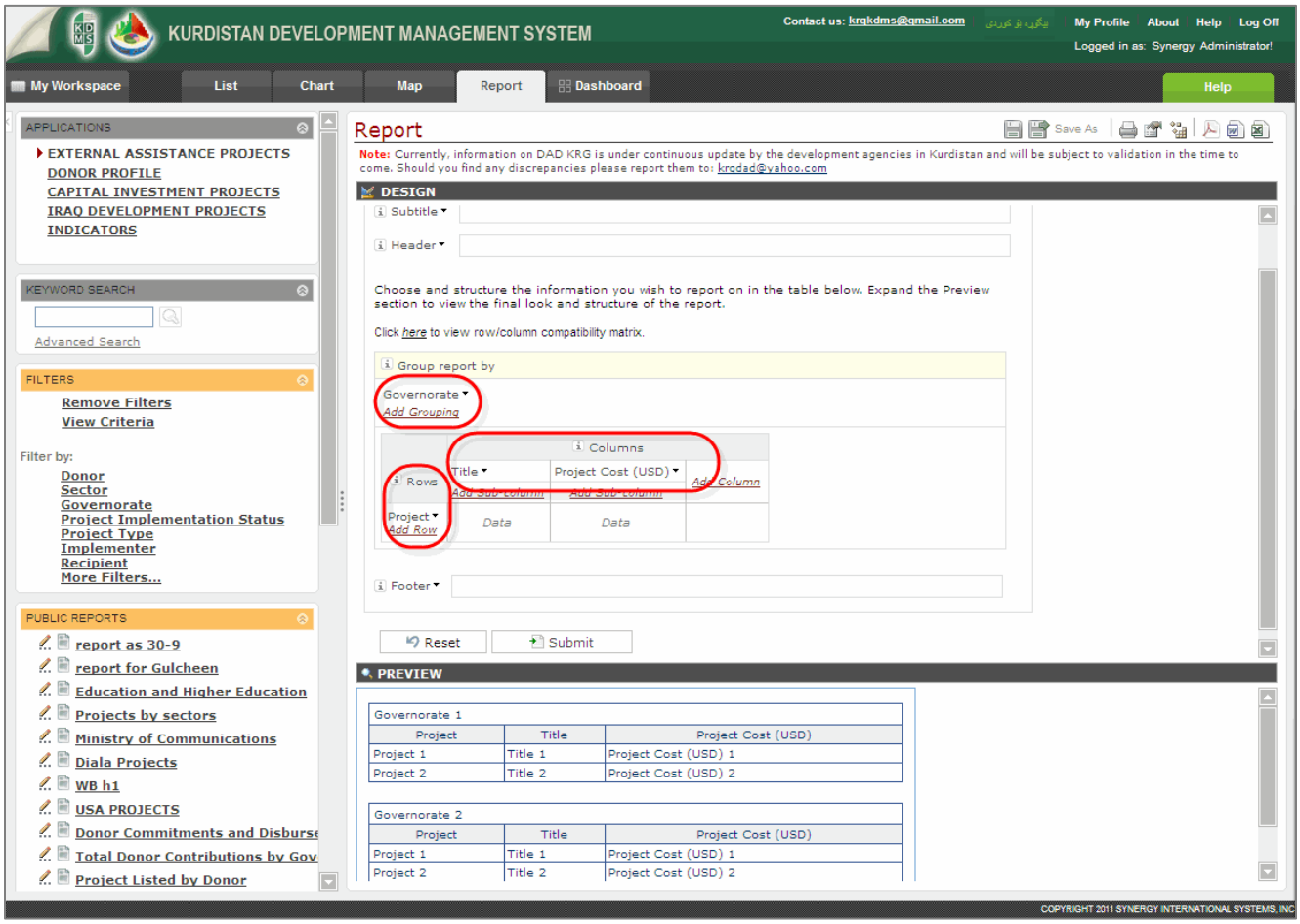


Figure 50: Creating a Report 2

You will have the following result (Figure 51):

KDMS - Windows Internet Explorer
File Edit View Favorites Tools Help
Note: information in IDMS is under continuous update and is subject to validation by the Ministry of Planning (MoP). Please report any discrepancies to us at: idms@mop.gov.iq
Unallocated
Project
Title
Project Cost (USD)
IRQ/0051237 Rule of Law 377,119
IRQ/051076 Construction 12 Room Secondary School , Saraway Khwarw -alad Sadiq 960,409
IRQ/051077 Reconstruction of zharawa Bridge 2,210,065
IRQ/051079 Malta City 12 Room Secondary school 896,950
IRQ/051081 Masik and Jemia Water quarter Water supply network 1,530,200
IRQ/051084 Construction of Zakho Emergency Hospital 2,621,687
IRQ/051085 Construction Shindoka Secondary school 1,049,570
IRQ/051086 Construction zaryland Secondary School 1,000,629
IRQ/051087 Construction Zhaho primary School 669,966
IRQ/051088 Consruction Bamarny Secondary school 1,074,646
IRQ/051089 Construction Bjeel primary school 695,357
IRQ/051117 Support to Iraq's Preparations for the Universal Periodic Review (UPR) 1,700,000
IRQ/051120 Strengthen Protection and Justice for children and young People in Iraq 3,195,000
IRQ/051124 Budget Execution Support in the Kurdistan Region 950,000
IRQ/051155 Installation of Small Diesel Generators,O&M and Capacity Building at Health Care Facilities in Halabja 5,370,101
IRQ/051192 Construction of new Training Centre in Erbil Governorate 213,205
OP/10082 Provision of equipments for Erbil Governorate (OA Equipments, Heavy construction vehicles, passengers cars, Minivans, etc.) 25,497,925
OP/14017 POLICE STATION - NAJAF - NAJAF HQ 560,400
OP/2765 Iraq Civil Society Development 390,000
OP/3056 Arconstruction another side of arbil _Albunkopry road with (43)Km@-construction of tubular and boxer cross bridges (sluices) 46,000,000
OP/794 Restoration of veterinary services in Iraq 8,758,965
Unspecified
Project
Title
Project Cost (USD)
IRQ/050928 Training courses for Iraq Security Forces officers and agents 749,944
IRQ/050929 Italian component of EUJUST LEX training mission 192,975
IRQ/050930 Italian component of EUJUST LEX training mission 240,529
IRQ/050931 Training courses for Iraqi Archeological Guards 180,396
IRQ/050932 Capacity building on administrative transparency and corruption contrast 120,264
IRQ/050933 Seminar on Practical Federalism in Iraq in Erbil 373,443
IRQ/050934 Italian funds for PRT Dhi Qar executive expenses 7,858,145
IRQ/050935 Italian component of EUJUST LEX training mission 250,000
IRQ/050936 Capacity building for public managers in the Dhi Qar Province in governance field 1,913,509
IRQ/050942 Training courses for telecommunications engineers of the Iraqi Ministry of Communications 510,269
Done
Local intranet
100%

Figure 51: Sample List Report 2

10.6 Customizing Reports

You can customize the reports by assigning font characteristics to report components, re-ordering rows and columns, etc. The sections below will describe the instructions to customize the reports.

10.6.1 Formatting/Styling Report Components

You may format/style the text entries as well as main report table captions and values by assigning to them value characteristics such as font, font size, font color, background color, alignment (i.e. left, center, or right), etc. In order to format/style a report component, follow the steps below:

1. Click on the report component that needs to be formatted / styled.
2. Select the **Properties** option from the actions list that appears (Figure 52).

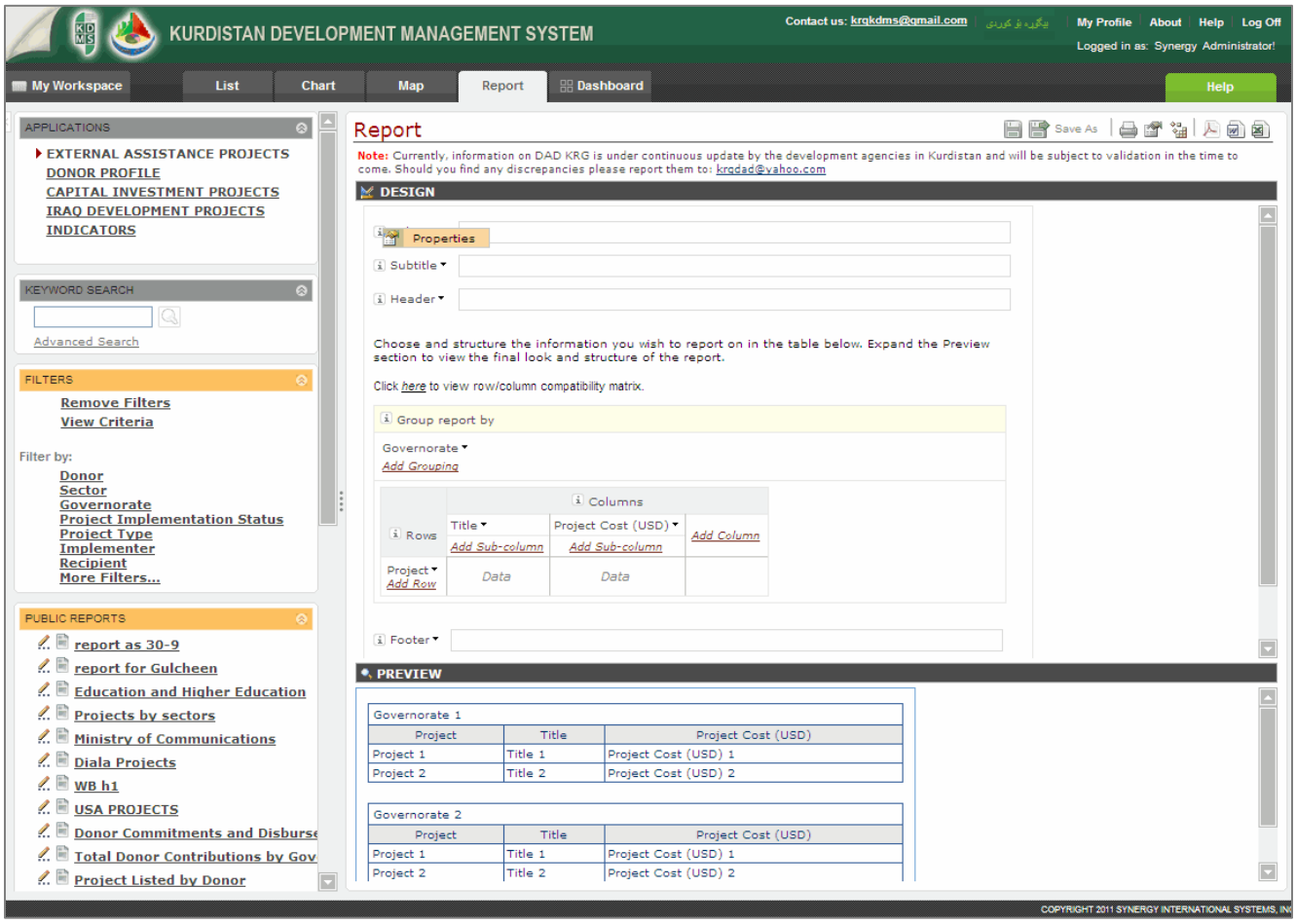


Figure 52: Reports Window with Properties Focus on the Title Field

The *Properties* window will appear. **Please note** that for text entries the *Properties* window includes text formatting buttons and a text area (Figure 53). For other report components, like rows, columns, etc., the *Properties* window also allows assigning additional characteristics, e.g. sorting order, reference text, etc. (Figure 55).

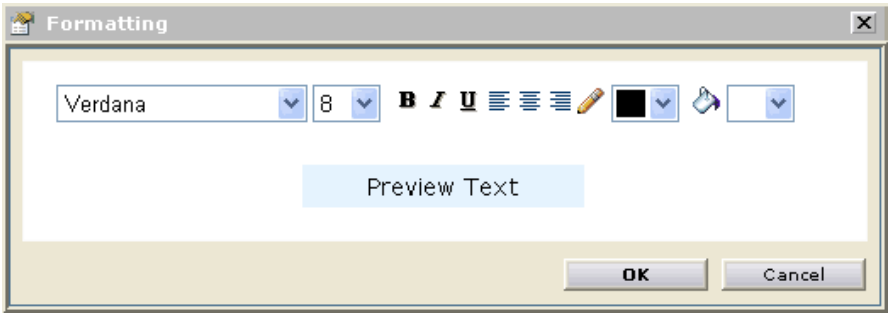


Figure 53: Formatting / Styling Text Entries

3. Change the properties as needed.

   Note: To prevent you navigating away from the section every time when modifying the properties of a different report table component, the *Properties* window allows selecting the next item to be modified. To do that, you need to select the appropriate instance from the *Items* drop-down list in the *Properties* window. The list contains the previously selected report table components.

4. Click the **Apply** button for the changes to take effect. Clicking the **OK** button will close the window and navigate you to the **Report** module.

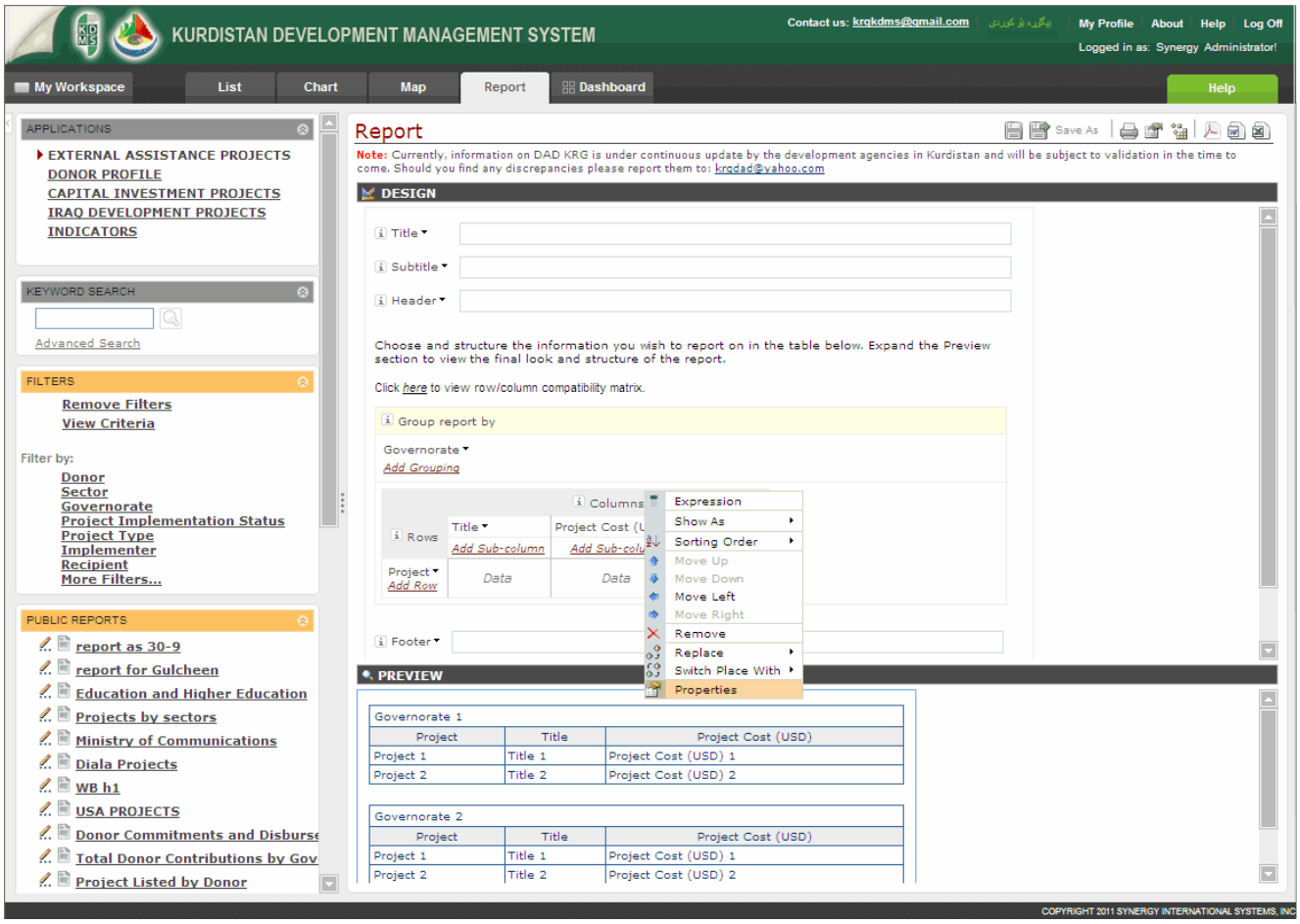


Figure 54: Reports Window with Properties Focus on the Column

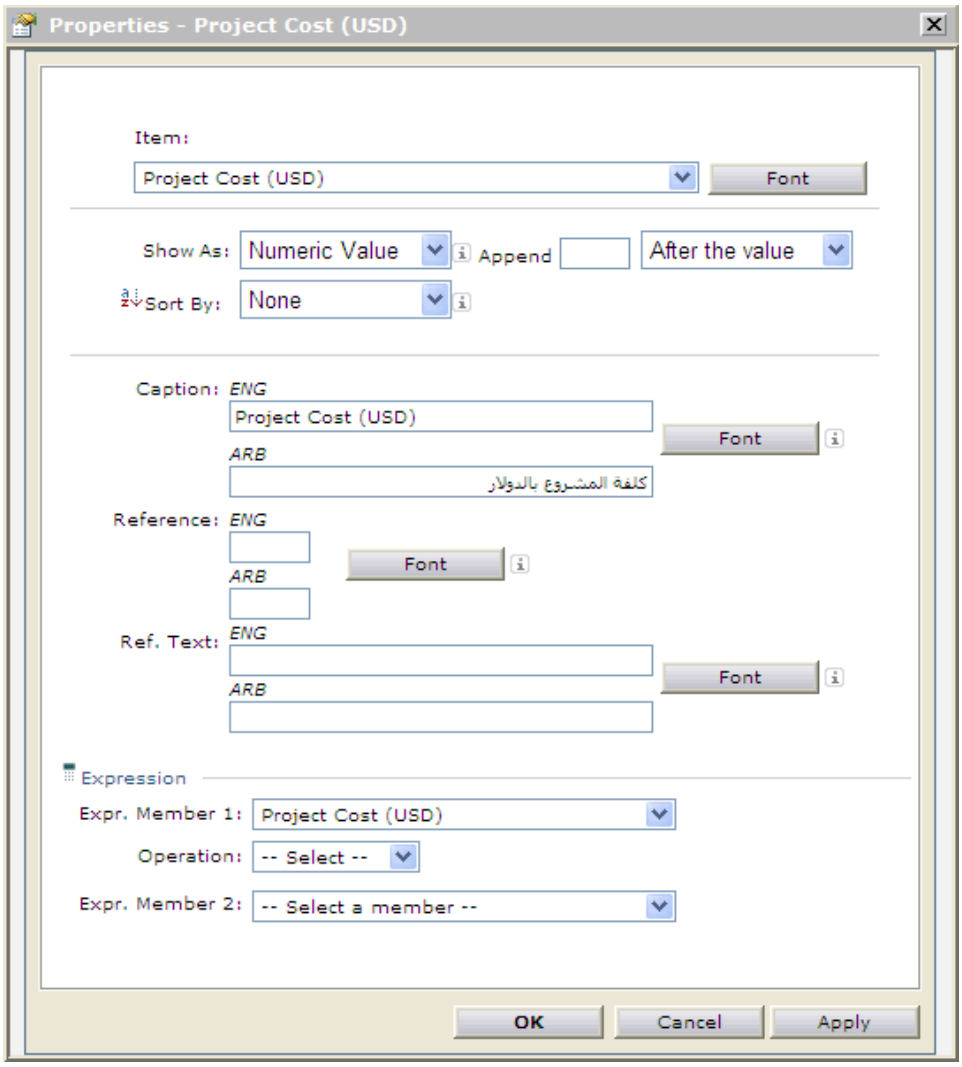


Figure 55: Assigning Properties to Report Table Components

10.6.2 Re-ordering Report Table Components

This option is used to establish and modify the order of the report table components, like rows, columns, etc. In order to re-order report table components, follow the steps below:

1. Click on the component item that needs to be reordered in the report.
2. Select the respective **Move Up / Move Down / Move Right / Move Left** option from the menu that appears. The report generated will maintain the order of the items that was displayed in the *Report Designer* (Figure 56).

Figure 56: Reordering Report Table Components

Note: If any of these actions is not possible, the respective option will be disabled in the menu.

10.6.3 Sorting Report Table Components

You may change the order in which the table components will appear in the final report. The report table components can be sorted either in an *Ascending* (A-Z) or a *Descending (Z-A)* order. In order to alphabetically sort the report table components, follow the steps below:

1. Click on the component item for which the sorting order needs to be changed.
2. Select the **Sorting Order** option from the actions list (Figure 57).
3. Define whether the report item values should be sorted in the ascending or descending order. Please note that selecting the **None** option from the list removes the sorting criteria.

Note: The sorting order for the report components can also be defined from within the *Properties* window.

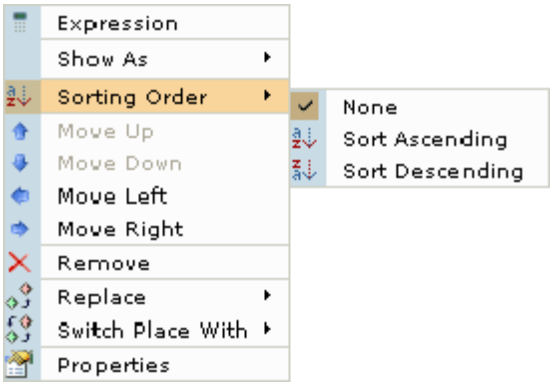


Figure 57: Defining the Sorting Order

10.6.4 Removing a Report Table Component

It is possible to remove a report table component from being included in the report, if this is necessary. In order to remove a report table component, follow the steps below:

1. Click on the component item that needs to be removed.
2. Select the **Remove** option from the menu that appears. The selected grouping value will be removed.

10.6.5 Switching Report Table Components

The report table components may be switched between report grouping, rows and columns. If there are sub-columns selected, switching between table groupings / rows and columns is disabled. It is possible to switch between table groupings / rows and sub-columns.

In order to switch report table components, follow the steps below:

1. Click on the component item that needs to be switched.
2. Select the **Switch Place with** option from the menu that appears (Figure 58).

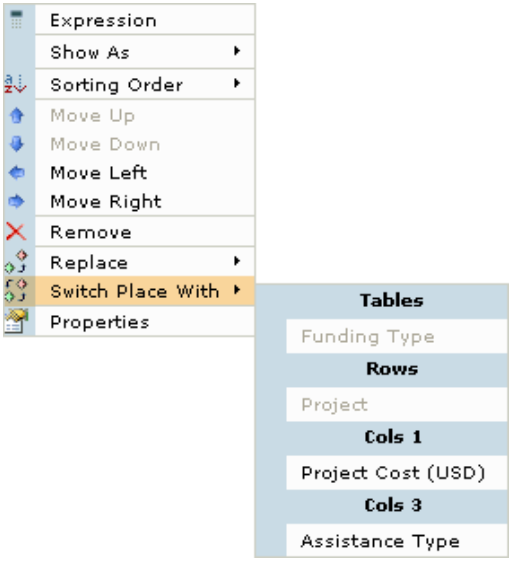


Figure 58: Switching Report Table Components

3. Define what component item the selected instance needs to switch place with. The selected component item will be removed from its current position and added as an item to the specified component. For instance, switching is selected between table grouping and row, the table grouping item will be removed from table grouping and added as the row item, while the row item will "trade" places with the table grouping item.

10.7 Sample Report Formatting

If you have indicated:

- "Projects Listed by Donor" as the report title;
- "Donor" as the report table grouping;
- "Project" as the report row;
- "Title" , "Project Cost (USD)", "Committed (USD)" , "Disbursed (USD)" as columns;

and assign some value characteristics (e.g. font size, background color, etc.) (Figure 59):

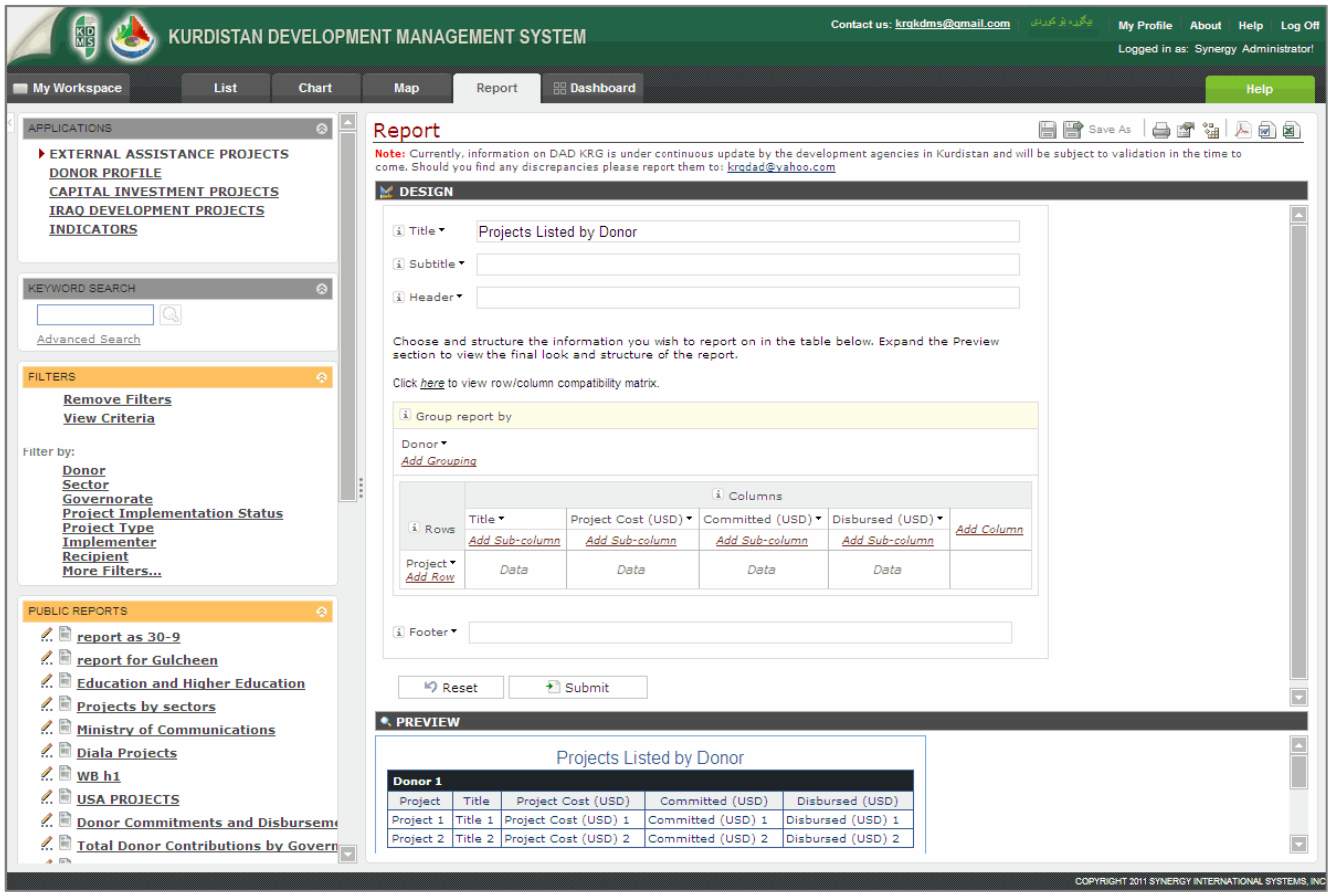
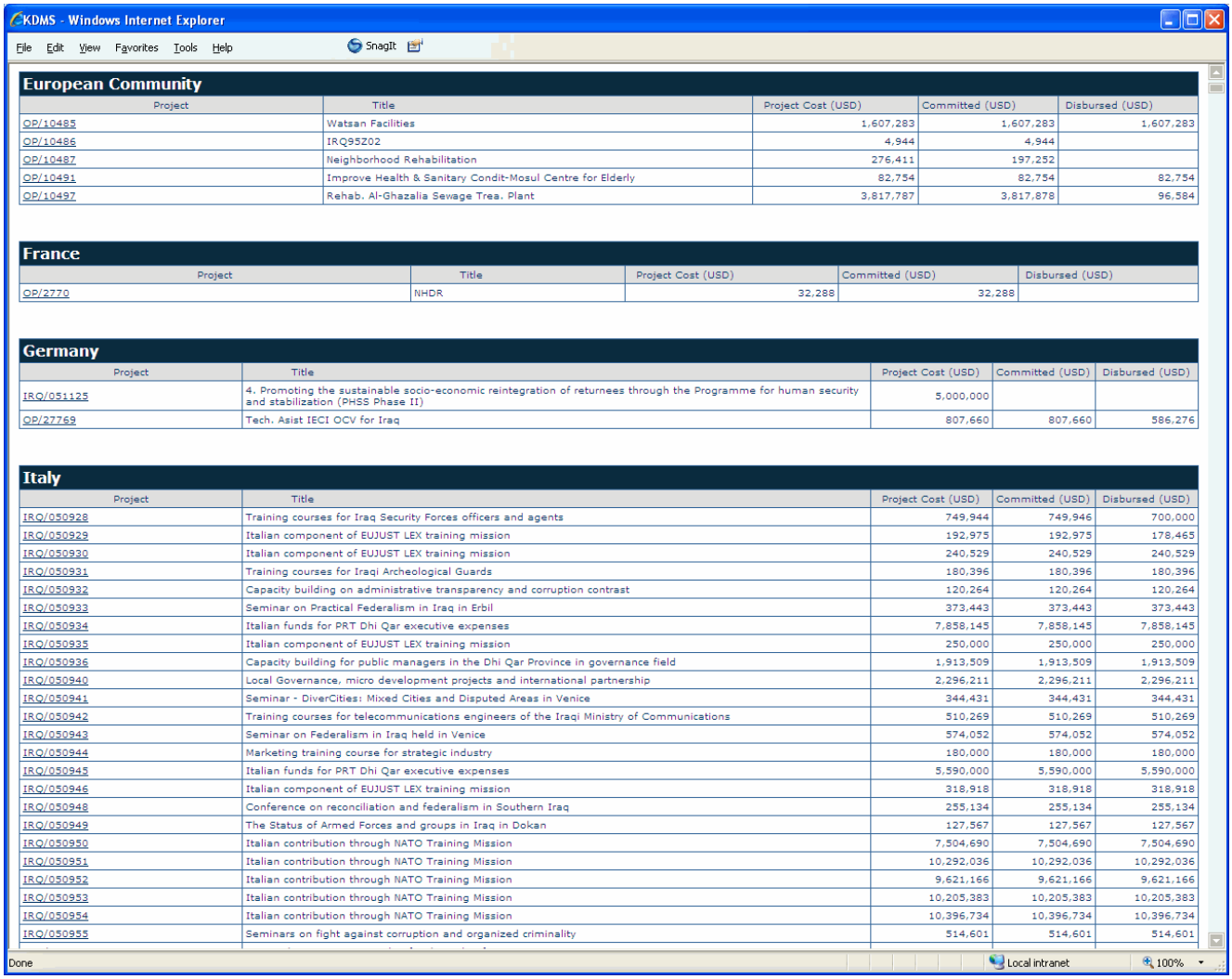


Figure 59: Creating and Formatting a Report

You will have the following result (Figure 60):



European Community

Project	Title	Project Cost (USD)	Committed (USD)	Disbursed (USD)
OP/10485	Watsan Facilities	1,607,283	1,607,283	1,607,283
OP/10486	IRQ95Z02	4,944	4,944	
OP/10487	Neighborhood Rehabilitation	276,411	197,252	
OP/10491	Improve Health & Sanitary Condit-Mosul Centre for Elderly	82,754	82,754	82,754
OP/10497	Rehab. Al-Ghazalia Sewage Trea. Plant	3,817,787	3,817,878	96,584

France

Project	Title	Project Cost (USD)	Committed (USD)	Disbursed (USD)
OP/2770	NHDR	32,288	32,288	

Germany

Project	Title	Project Cost (USD)	Committed (USD)	Disbursed (USD)
IRQ/051125	4. Promoting the sustainable socio-economic reintegration of returnees through the Programme for human security and stabilization (PHSS Phase II)	5,000,000		
OP/27769	Tech. Asist IECI OCV for Iraq	807,660	807,660	586,276

Italy

Project	Title	Project Cost (USD)	Committed (USD)	Disbursed (USD)
IRQ/050928	Training courses for Iraq Security Forces officers and agents	749,944	749,946	700,000
IRQ/050929	Italian component of EUJUST LEX training mission	192,975	192,975	178,465
IRQ/050930	Italian component of EUJUST LEX training mission	240,529	240,529	240,529
IRQ/050931	Training courses for Iraqi Archeological Guards	180,396	180,396	180,396
IRQ/050932	Capacity building on administrative transparency and corruption contrast	120,264	120,264	120,264
IRQ/050933	Seminar on Practical Federalism in Iraq in Erbil	373,443	373,443	373,443
IRQ/050934	Italian funds for PRT Dhi Qar executive expenses	7,858,145	7,858,145	7,858,145
IRQ/050935	Italian component of EUJUST LEX training mission	250,000	250,000	250,000
IRQ/050936	Capacity building for public managers in the Dhi Qar Province in governance field	1,913,509	1,913,509	1,913,509
IRQ/050940	Local Governance, micro development projects and international partnership	2,296,211	2,296,211	2,296,211
IRQ/050941	Seminar - DiverCities: Mixed Cities and Disputed Areas in Venice	344,431	344,431	344,431
IRQ/050942	Training courses for telecommunications engineers of the Iraqi Ministry of Communications	510,269	510,269	510,269
IRQ/050943	Seminar on Federalism in Iraq held in Venice	574,052	574,052	574,052
IRQ/050944	Marketing training course for strategic industry	180,000	180,000	180,000
IRQ/050945	Italian funds for PRT Dhi Qar executive expenses	5,590,000	5,590,000	5,590,000
IRQ/050946	Italian component of EUJUST LEX training mission	318,918	318,918	318,918
IRQ/050948	Conference on reconciliation and federalism in Southern Iraq	255,134	255,134	255,134
IRQ/050949	The Status of Armed Forces and groups in Iraq in Dokan	127,567	127,567	127,567
IRQ/050950	Italian contribution through NATO Training Mission	7,504,690	7,504,690	7,504,690
IRQ/050951	Italian contribution through NATO Training Mission	10,292,036	10,292,036	10,292,036
IRQ/050952	Italian contribution through NATO Training Mission	9,621,166	9,621,166	9,621,166
IRQ/050953	Italian contribution through NATO Training Mission	10,205,383	10,205,383	10,205,383
IRQ/050954	Italian contribution through NATO Training Mission	10,396,734	10,396,734	10,396,734
IRQ/050955	Seminars on fight against corruption and organized criminality	514,601	514,601	514,601

Figure 60: Sample Formatted Report

11. DASHBOARD MODULE

Reporting requirements have changed dramatically over the past few years. Nowadays, it is not enough to be able to produce a report to analyze data, but it is more essential to have a reporting tool that will allow for a visual display of the most important information consolidated and arranged on a single screen so that real-time data can be monitored at a glance.

As a comprehensive reporting tool, KDMS removes the limitations on report development giving the possibility to view various types of reports such as lists, maps, and charts displayed in a user-friendly environment on a dashboard. Unlike “regular” reports, dashboards provide visual, at a glance insight into the data to be analyzed, thus giving the decision-makers the possibility to leverage information assets in real-time through visually rich, responsive and personalized business intelligence dashboards. This way, they will achieve better data interpretation and, as a result, more informed decision making.

11.1 Key Features

You can make use of the following key features of the *Dashboard* tool in *KDMS*:

- ✓ An intuitive drag-and-drop environment that turns adding reports to a dashboard into an easily manageable task.
- ✓ Fully resizable report windows.
- ✓ Better visualization of the information presented in graph reports.
- ✓ The ability to print reports for future reference.
- ✓ The ability to export reports on the dashboard in MS Word, MS Excel, and Adobe PDF formats.

11.2 Accessing the Dashboard Module

In order to access the *Dashboard* module of the system, you should click the **Dashboard** tab. This will navigate you to the Dashboard module. In this module, you can create dashboards, include reports under them, etc.

11.3 Main Screen and Its Components

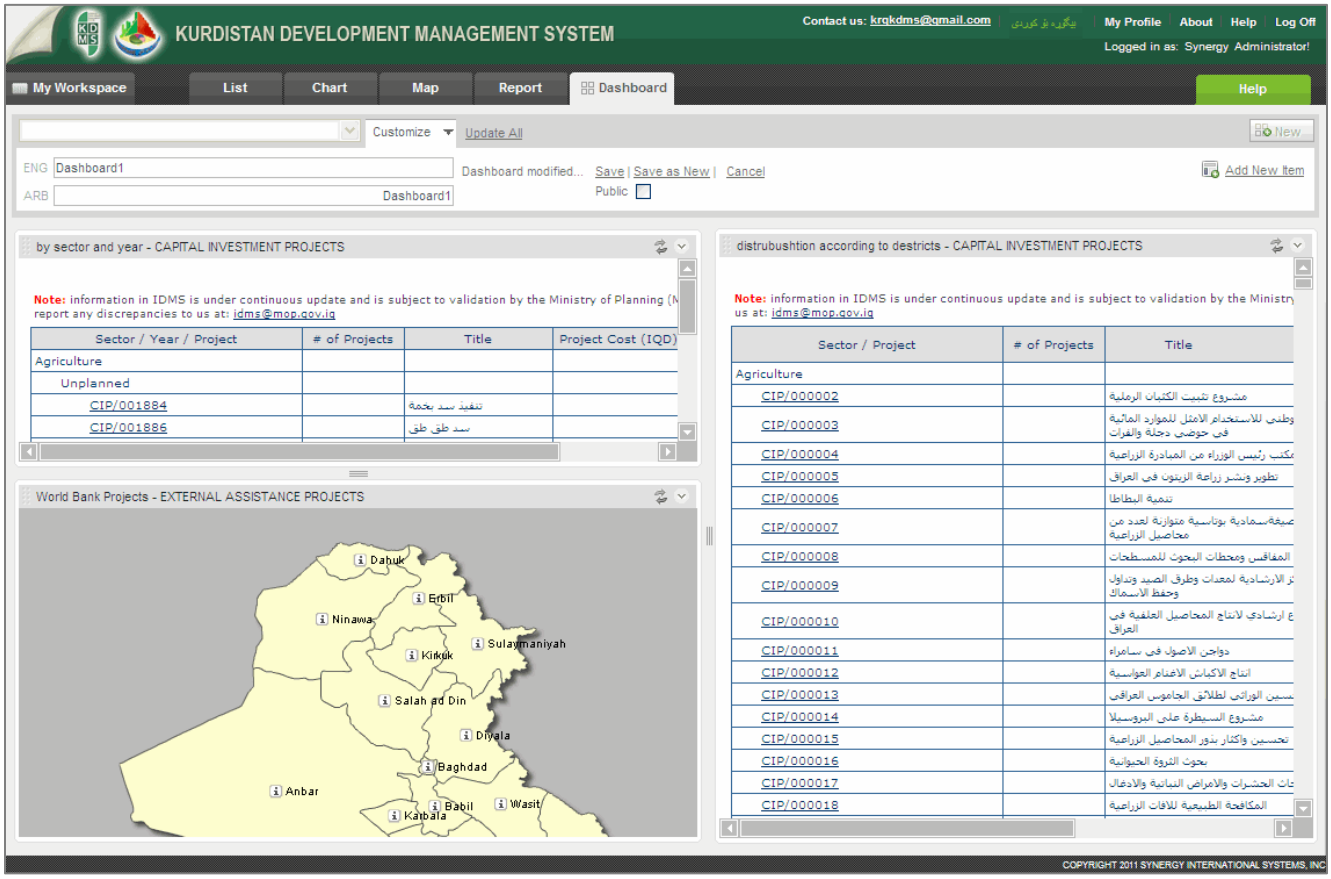


Figure 61: Dashboard Module

- ***Dashboard Selector* -** contains a list of pre-defined dashboards. By choosing a definite dashboard from this list, you can view the reports stored in the selected dashboard.

- ***Customize* -** allows performing the following operations:

  - **Name -** displays the dashboard name.
  - **Save -** saves a dashboard so that it can be shared with other users.
  - **Save as New -** saves a dashboard as a new one. This option is especially useful if you need to make modifications in a definite dashboard while keeping the source information intact. This way overwriting of the original dashboard is prevented.
  - **Remove -** deletes a dashboard together with its contents.
  - **Cancel -** discards the modifications made to the dashboard currently displayed on the screen.

- ***Update all* -** loads the latest data from the database.

- ***New* -** creates a new dashboard.

- ***Add New Item* -** adds a new report under the definite dashboard from the list of all pre-defined reports previously created.
- ***Dashboard Workspace* -** the main screen of the Dashboard module where the content of a definite dashboard is viewed.

11.4 Dashboard Management

11.4.1 Create a New Dashboard

In order to create a new dashboard, follow the steps below:

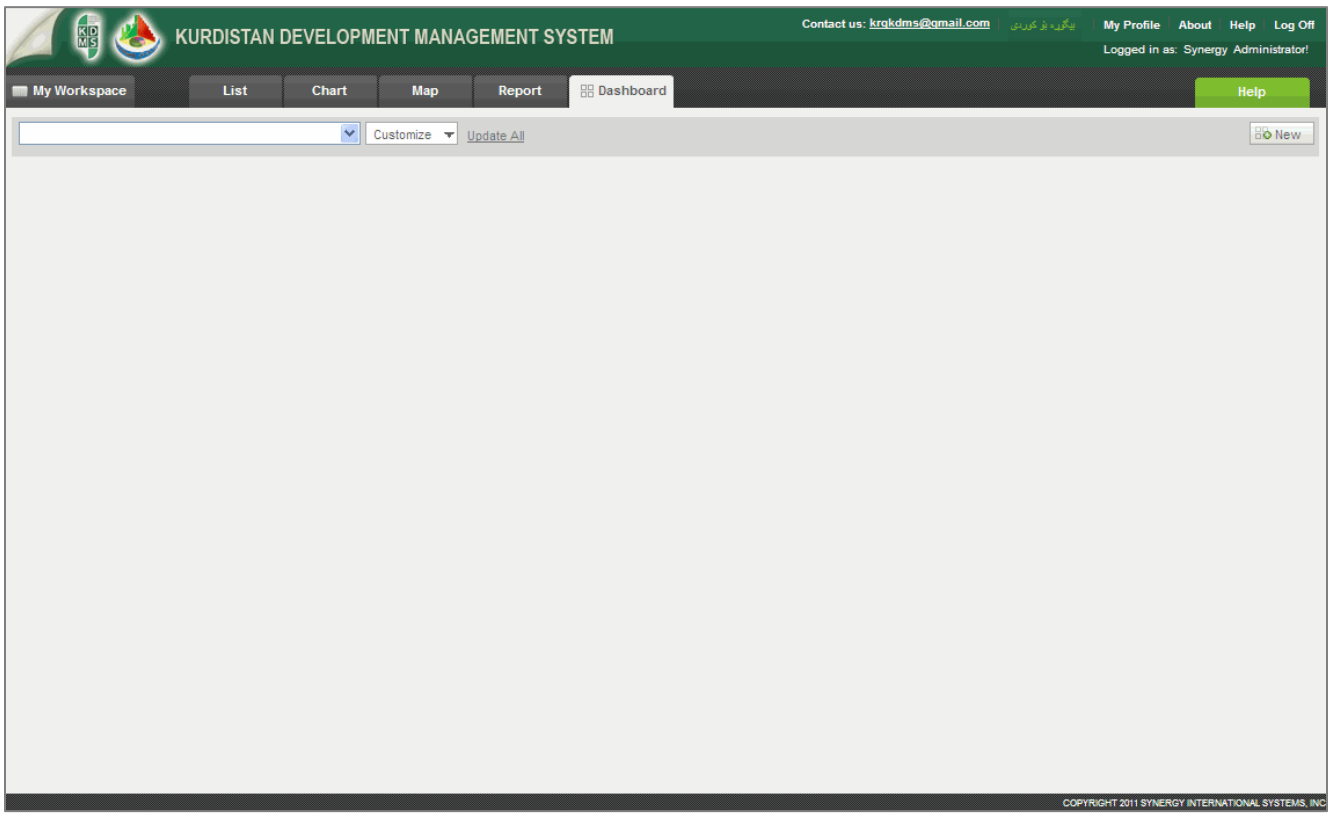


Figure 62: Adding a New Dashboard

1. Click the **Add New** button at the upper right corner of the screen. New field appears in the left part of the screen to give a name other than the default one to the dashboard and to save it. Also, the list of all existing pre-defined reports is used to add new items to the dashboard (Figure 62).
2. Give the desired name to the dashboard.
3. Add reports to the dashboard, see Add an Item to a Dashboard.
4. Save it.

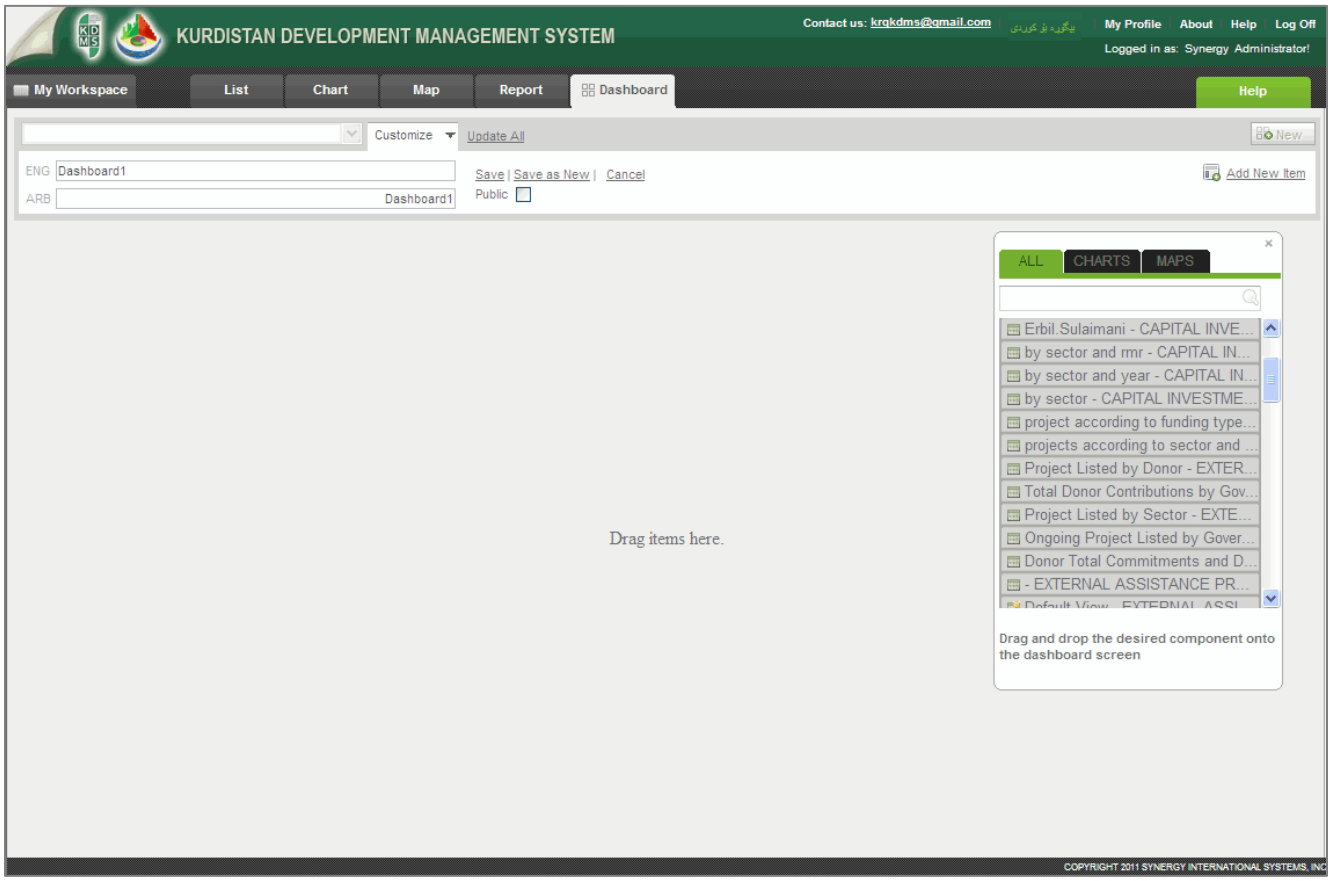


Figure 63: List of Pre-defined Reports

11.4.2 Add an Item to a Dashboard

In order to add a report to a dashboard, follow the steps described below:

1. Click the **Add New Item** link. The list of all reports previously saved reports will appear (Figure 63).
2. Select a report to add to a dashboard and drag-and-drop it onto the main screen.
3. If you want to add another report to the dashboard, select it in the list, drag it onto the main screen and hold the left mouse button until a green rectangle appears on the screen indicating an area where the new report can be placed (Figure 64).
4. You may add multiple reports to the dashboard.

Note: The reports can be arranged either in vertical or in horizontal order. Once the place for the report is selected, it cannot be changed.

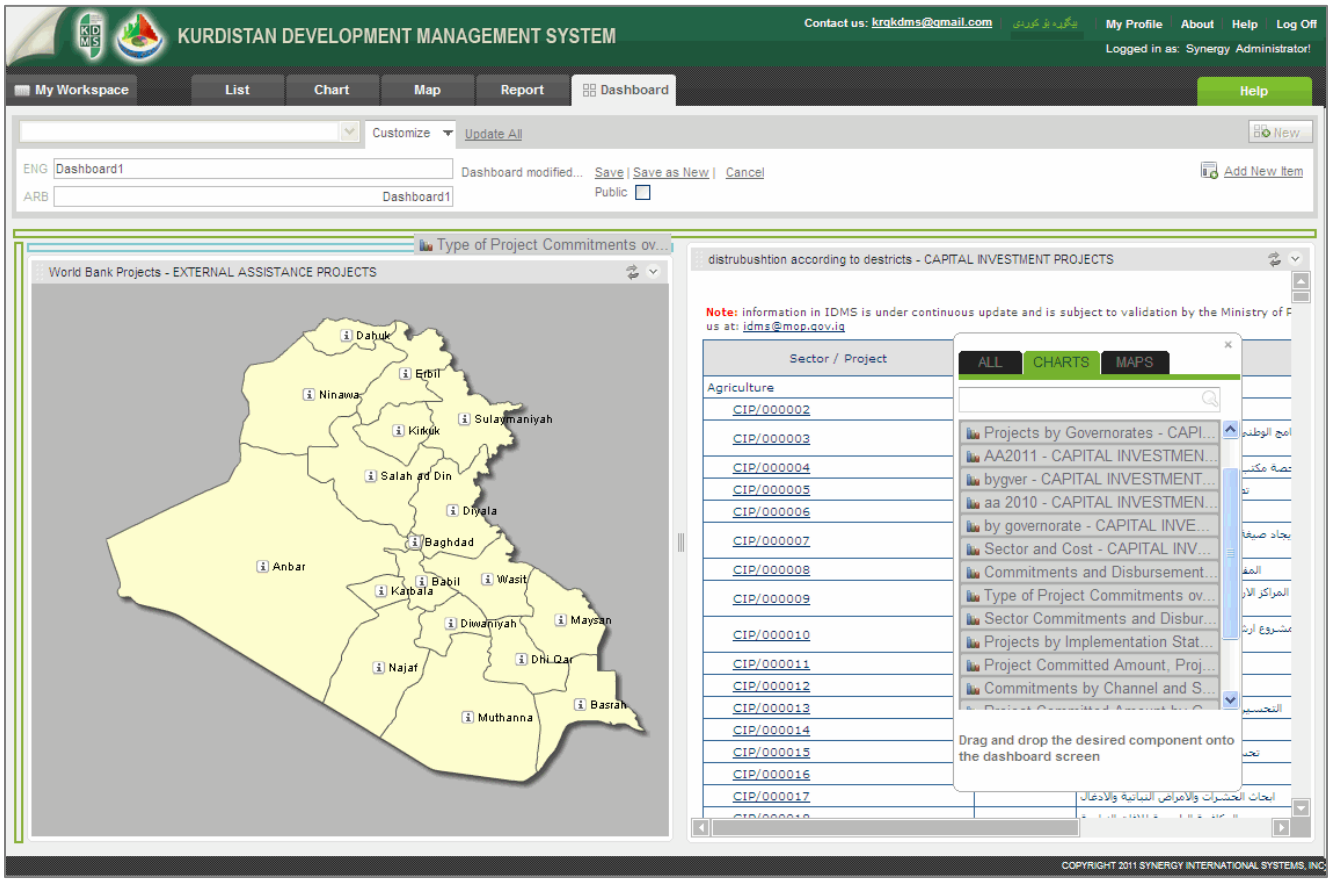


Figure 64: Adding a New Report

11.4.3 Customize a Dashboard

In the *Dashboard module*, you can customize any dashboard created, i.e. rename the dashboard, save the changes made to it, save a copy of the dashboard, delete a dashboard, and/or discard the changes made. For details, see below.

In order to customize a dashboard, follow the steps below:

1. Click the **Customize** button. A new section will appear displaying all customizable options in the *Dashboard* module (Figure 65).
2. Take the necessary action.
3. Save the changes.

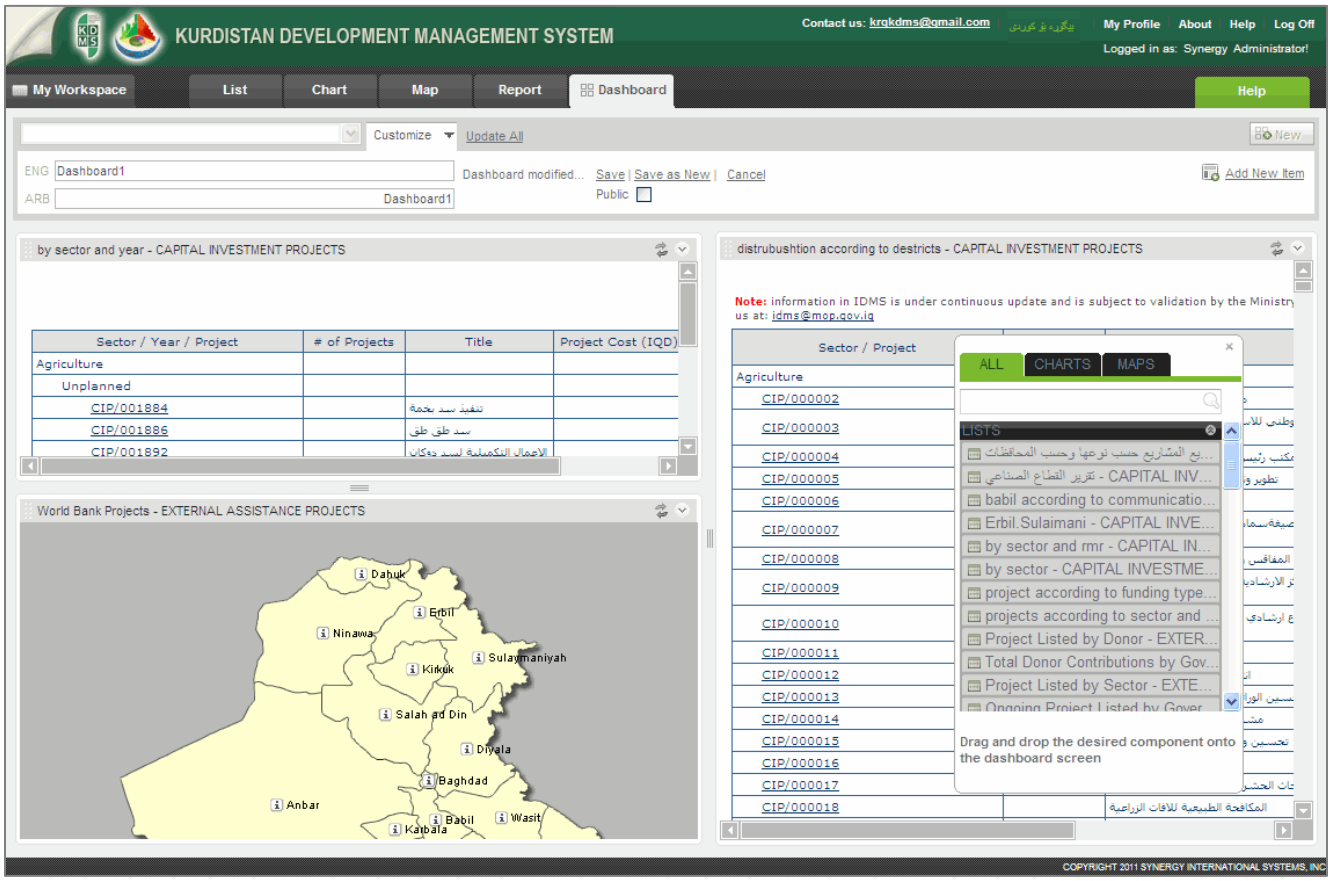


Figure 65: Customizing a Dashboard

11.4.4 Save a Dashboard

After the new dashboard has been created and items added to it, it is necessary to save it to be able to view it later on. It should be mentioned that there are two options for saving dashboards:

- ***Save:*** saves all modifications made to the dashboard.
- ***Save as***: saves a copy of a dashboard under a new name.

In order to save a dashboard / a copy of a dashboard, follow the steps below:

1. Select the respective **Save** or **Save as New** option.
2. Click **OK** in the message window indicating the dashboard / the changes to it have been saved successfully.

11.4.5 Delete a Dashboard

In order to delete a dashboard, follow the steps below:

1. Select the dashboard that you want to delete. Its contents will be displayed on the main screen.
2. Click the **Remove** link. The selected dashboard will be deleted.

11.4.6 Discard the Changes

In order to discard the changes made to the dashboard currently displayed on the screen, follow the steps below:

1. Click the **Cancel** link.
2. Confirm that you want to discard all changes made to the dashboard by clicking **OK** in the warning message window that appears.

11.4.7 Update Data

For decision makers, it is very important to have access to the latest data available. This is why the Dashboard module allows you to update all reports included in various dashboards. In order to load the latest data from the database, select the **Update All** option.

If you want to update the data in an individual report, click **Refresh** button in the top toolbar of the report screen. The latest data for the selected report will be loaded from the database.

12. DETAILS SECTION

The *KDMS* has a built-in *Details* section, where detailed project information can be viewed, e.g. project financial information, the sector(s) of economy it supports, the project location, etc.

The *Details* section can be accessed from the List, Chart, Map and My Workspace modules. In the *Details* section, the user can view detailed project information, browse among other projects listed under the same parent item, print project details, etc. Moreover, the user is able to modify an existing one. **Please note** that for modifying an existing project, special user permissions are required.

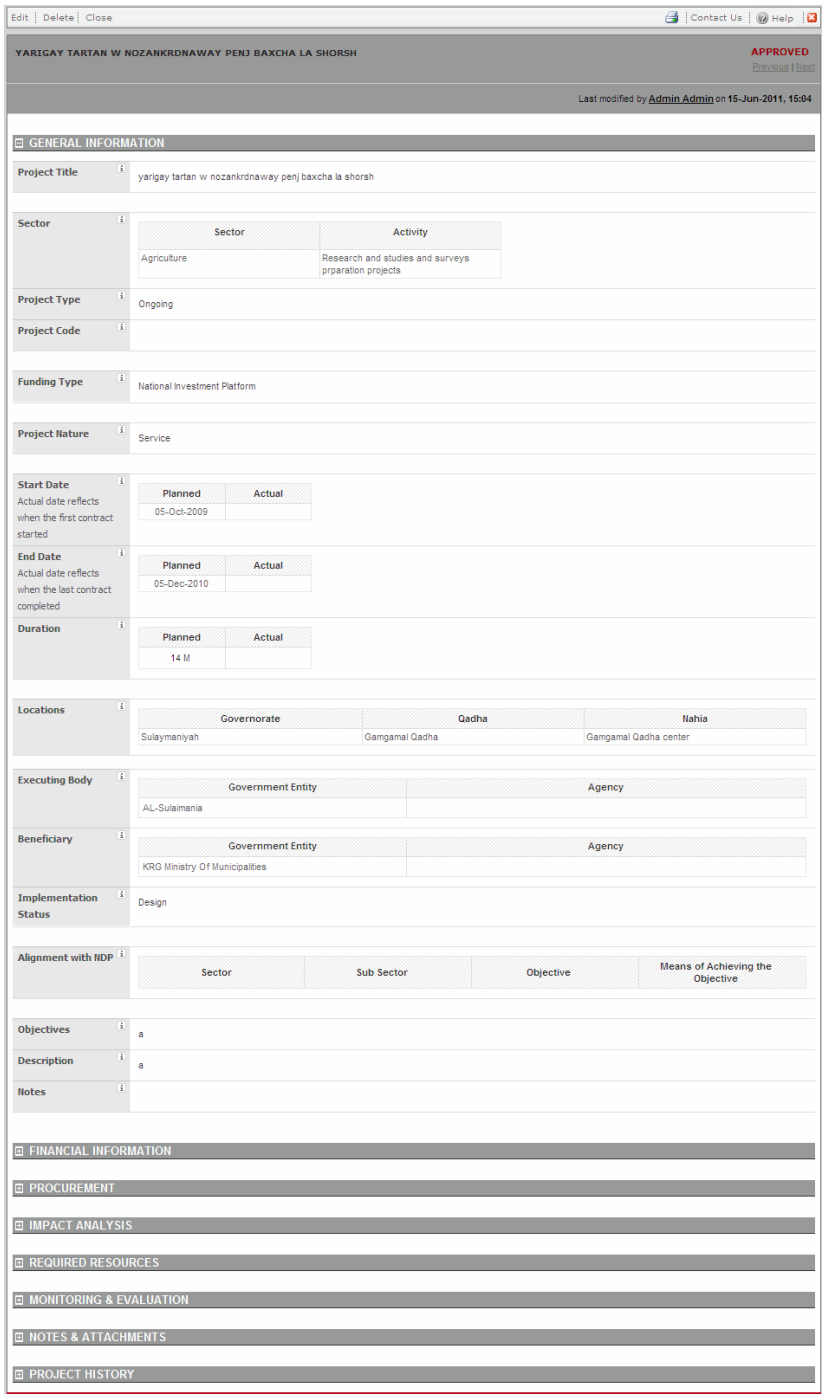


Figure 66: Details Section

12.1 Accessing the Details Section

In order to access the *Details* section, follow the steps below:

1. Access the *Details* section by clicking on the one of the following:
   - In the *My Workspace* module: Click the respective project. You will be directed to the **Details** section (Figure 66).
   - In the *List module*: Click the project for the details to be displayed. This will open the *Details* section of the application where more detailed information about the project will be displayed.
     Note: Depending on the list representation settings, additional expanding the list items may be required to reach the project.
   - In the *Chart* module: Click the chart for the details to be displayed (e.g., click on a relevant bar to see what it consists of). This will open the *Details* section of the application where all items matching the selection will be listed. The first item in the list will be displayed in an expanded mode.
   - In the *Map* module: Point the mouse cursor on the object on the map. The project information window will appear. In order to access the project details section select the View Projects link. This will open the *Details* section. The first item in the list will be displayed in an expanded mode.
     Note: You can also choose to view the detailed information on all the projects that are in progress in the given territorial unit by pointing the mouse cursor on the button.

2. Take the necessary actions (review the provided information, update and improve as needed). You may also want to print the project details, see Printing the Project Details for details. The **Close** button is used to return to the main screen.

12.2 Browsing among Projects

In the *Details* section, you can browse among the projects. To browse projects, use correspondingly **Previous** or **Next** buttons in the top of the *Details* window (Figure 66).

Note: In the Chart and Map modules, you can also scroll down to the bottom of the page, find the appropriate project in the list presented and click it for the details to be displayed.

12.3 Printing the Project Details

In the *Details* section, you can print out the details of the selected project. In order to print out the selected project details, follow the steps below:

1. Click the **(Print)** button in the top toolbar. A window with printer settings appears.
2. Choose the printer settings as needed and press **Print**.

12.4 Editing an Existing Project

In the *Details* section, you may also edit those existing projects that have been either created by yourself or you have permissions to manage.

In order to edit existing projects, follow the steps below:

1. Click the **Edit** button at the top of the *Details* window. The data input window appears which is described in the correspondent Application User Manual, see REFERENCES.
2. Make the appropriate changes in the input window and save.

13. CUSTOMISED REPORTING IN LIST, CHART, MAP AND REPORT MODULES

The KDMS is used to customize the already-created reports in the List, Chart, Map, and Reports modules, i.e. to define the way the numeric values can be displayed, their format, the number of the items to be displayed, etc. You may re-organise the reports in the desired way: include it into a group of reports or create a new report group for it, rename the report, etc. The KDMS also enables you to export the reports to the desired format (Word, Excel, etc.) or print them out.

13.1 Setting Report Options (List, Chart, Map and Report Modules)

In the *List, Chart, Map, and Report* modules, you can set the report options, i.e. define whether the numeric values should be displayed in thousands, millions, etc. In the *Chart* module, you can also indicate the number of items to be displayed on the chart.

In order to set the report options, follow the steps below:

1. Click the **(Set Options)** button in the top toolbars. An *Options* window (Figure 67) will appear.
2. Define the format in which the numeric values should be displayed, i.e. whether the original values should be displayed or they should be shown in thousands, millions, etc. This prevents large numeric values represented by many zeros from taking a lot of space in the report.
3. For charts, indicate the number of items to be displayed on the chart by selecting the appropriate value from the relevant pull-down list.

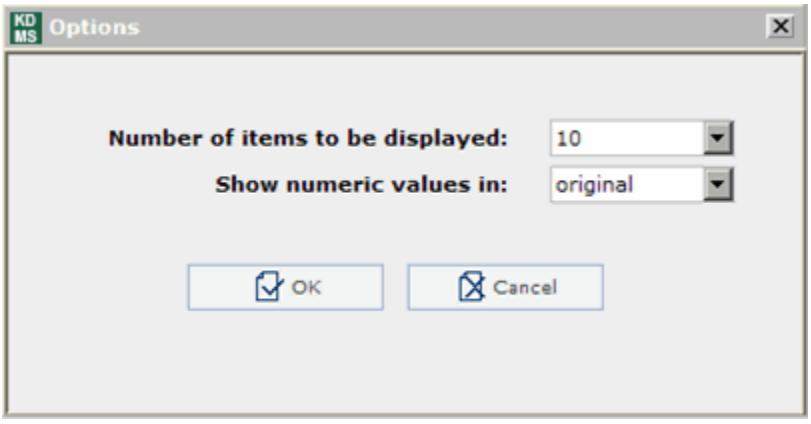


Figure 67: Setting the Chart Report Options

4. After finishing, click the **OK** button for the changes to take effect. Or, click the **Cancel** button to discard the changes made.

13.2 Saving reports (List, Chart, Map and Report Modules)

After creating reports of different types, you can memorize them as pre-defined reports and include them either in the *Public Reports* group and make them available for all users who access application or in the *My Reports* group available to you only.

There are two ways of saving a report in *KDMS* application. You can save a newly-created report, or save a copy of an existing report with a different name, in a different location, or with a different content.

13.2.1 How to Save New Reports

From the *List*, *Report, Chart*, and *Map* modules, you can design an appropriate report and save it. In order to save the report created, follow the steps below:

1. Click on the **(Save)** button on the top right side of the screen. A *Memorize Report* window (Figure 68) will appear.
2. Define the report name in the *Memorized Name* field both in English and Arabic.

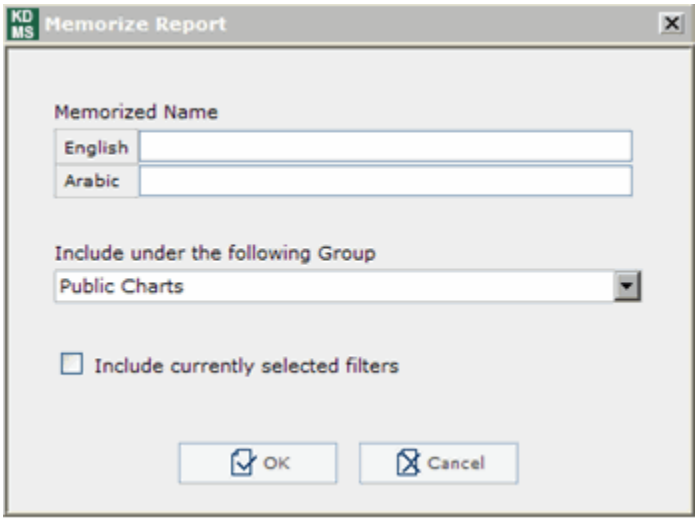


Figure 68: Memorizing a Report

3. Specify the group the report will be included in by selecting the appropriate value from the **Include under the Following Group** combo box.
4. Check the **Include currently selected filters** checkbox to save filtering defined along with the report.
5. Click on the **OK** button to save the report for future reference or click **Cancel** to discard the changes made.

13.2.2 How to Save a Copy of the Report

In the *KDMS* application, you can save a copy of an existing report. The copy of the report can be saved in a different location, with a different name or edited content.

In order to save a copy of a report, follow the steps below:

1. Click on the Save As button on the top right side of the screen. A *Memorize Report* window (Figure 68) will appear.
2. Save the report by the steps described in the section above.

13.3 Re-organising Reports (List, Chart, Map and Report Modules)

You can organise the reports in the desired way, i.e. rename the reports, create groups to include reports under, etc.

From the *List*, *Chart, Map*, and *Report* modules, you can design appropriate reports and organize them in the preferred way. In order to organize the reports, follow the steps below:

1. Click on the respective **(Organise Views / Charts / Maps / Reports)** button at the top right side of the Screen. An *Organise Reports* window (Figure 69) will appear. You may perform the following actions:

   - Deleting Reports or Report Groups
   - Adding a Sub-group
   - Re-ordering Reports and Groups
   - Setting a Report as Default

Figure 69: Organizing the Reports

13.3.1 Renaming Reports and Report Groups

1. Highlight the report / group to be renamed.
2. Click the **Rename** button.
3. Fill in the desired name for the report / group.
4. Click the **Enter** keyboard button to confirm renaming.

Note: *Public Reports* and *My Reports* groups cannot be renamed.

13.3.2 Deleting Reports or Report Groups

1. Highlight the report / group to be deleted.
2. Click the **Delete** button.

3. Click the **OK** button to confirm deletion.

Note: *Public Reports* and *My Reports* groups cannot be deleted.

13.3.3 Adding a Sub-group

1. Click the **Add Group** button.
2. Fill in the desired name for the sub-group.
3. Click the **Enter** keyboard button to confirm adding.

13.3.4 Re-ordering Reports and Groups

1. Highlight the report / group the sorting order of which needs to be changed.
2. Click the **Move Up / Move Down** button.

13.3.5 Setting a Report as Default

1. Highlight the report to be displayed in the respective module when you access it.
2. Click the **Set as Default** button. The selected report will be marked with *(default for me)* option.

Note: This option is available only in the *Chart*, *Map*, and *Report* modules.

13.4 Exporting Reports (Chart, Map and Report Modules)

From the *Chart, Map,* and *Report* modules, you can design appropriate reports and export them in the PDF, MS Word and MS Excel formats.

In order to export the reports in the PDF, MS Word and MS Excel formats, follow the steps below:

1. Click on the respective **(Export in PDF Format)** / **(Export in MS Word Format)** / **(Export in MS Excel Format)** button. A separate window will open.
2. Make changes, if necessary.

13.5 Printing Reports (Chart, Map and Report Modules)

From the *Chart, Map,* and *Report* modules, you can design appropriate reports and print them out. In order to print out the selected report, follow the steps below:

1. Click the **(Print)** button on the top toolbar in the right side of the screen. A separate window will open.
2. Select the **Print** option.

14. FILTERING

The system allows for data filtration. Filtering is used to narrow down the information displayed in the reports. The filtration works in the Step-by-Step technology, which enables to implement new filtering over the results of the previous one. This option reduces the size of reports and makes them easier to read. Filters can be added to new or existing reports. Defined filtering is applicable for list, reports, charts, and maps.

The list of the most frequently used filter categories is displayed under the *Filter By:* section. The list of all available filter categories is displayed when the *More Filters* section is accessed.

14.1 Creating Filtering Criteria

Follow the instructions below to create filtering criteria:

1. Click on the hyperlink under the *Filtering* section that represents the *Category* according to which the filtering will be carried out. A *Filters* window (Figure 70) will appear having the *Category Item* pull down menu set to the selected *Category*. The first text area holds a list of all the available *Category* items that the report could display, whereas the second text area holds a sub-set list of the first one. You can only edit the sub-set list in the second text area. At the end of the filtering, if the sub-set list is empty, all the *Category* items will be included in the report. If, however, the sub-set is non-empty, only the items in the sub-set list will be included in the report. At the bottom of the pop-up window the selection criteria from all categories are presented. This view is also available from the main screen under the hyperlink “View Criteria”.
2. Select a *Category* item from the list in the first text area.
3. Click on the downward-pointing arrow button to add the item selected to the list in the second text area.
4. Repeat steps 2 and 3 to add more than one *Category* item.
   Note: If a *Category* item needs to be removed from the second text area, select it from the list in the second text area and click on the upward-pointing arrow button.
5. Click on the **OK** button to apply the filtering to the ad-hoc query and to the screen that was active prior to the filtering alterations (i.e. List, Chart, or Map). The system will regenerate and download, to the client’s side, an updated report that applies the updated filtering criteria.

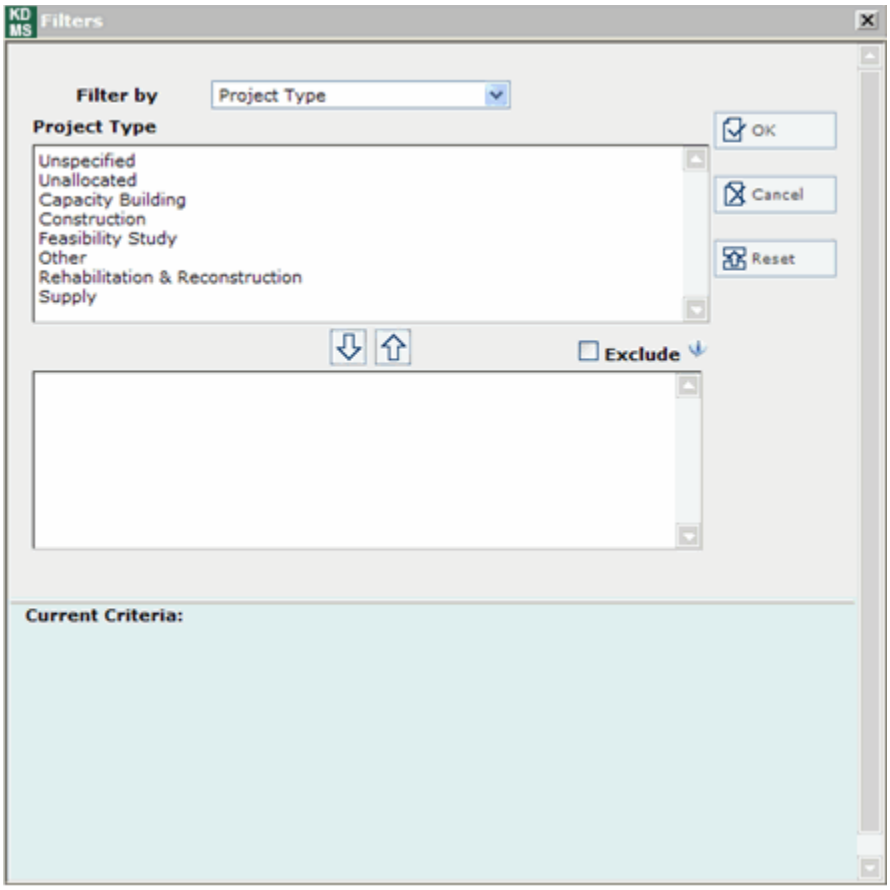


Figure 70: Creating a Filtering Criteria

Note: It is possible to exclude a *Category* item(s) from being included into the filtering criteria to be created. Select the *Exclude* checkbox in this case. All the *Category* items that appear in the second text area will be excluded from the filtering criteria to be created.

14.2 Sample Filtering Criteria

If the following is selected for the initial view (Figure 71), and you have indicated:

- "Project Type" as a filtering category; and,
- "Capacity Building", "Rehabilitation & Reconstruction", and "Supply" as category items (Figure 72).

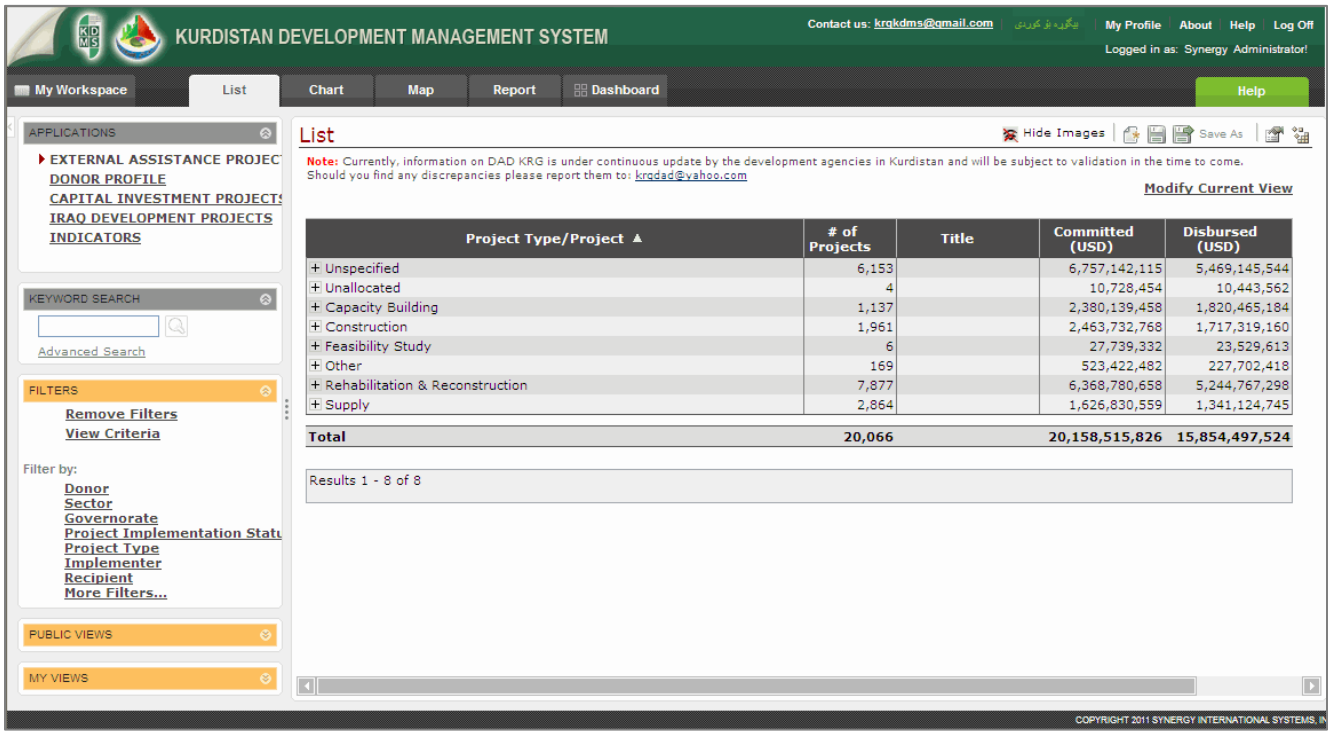


Figure 71: Initial View

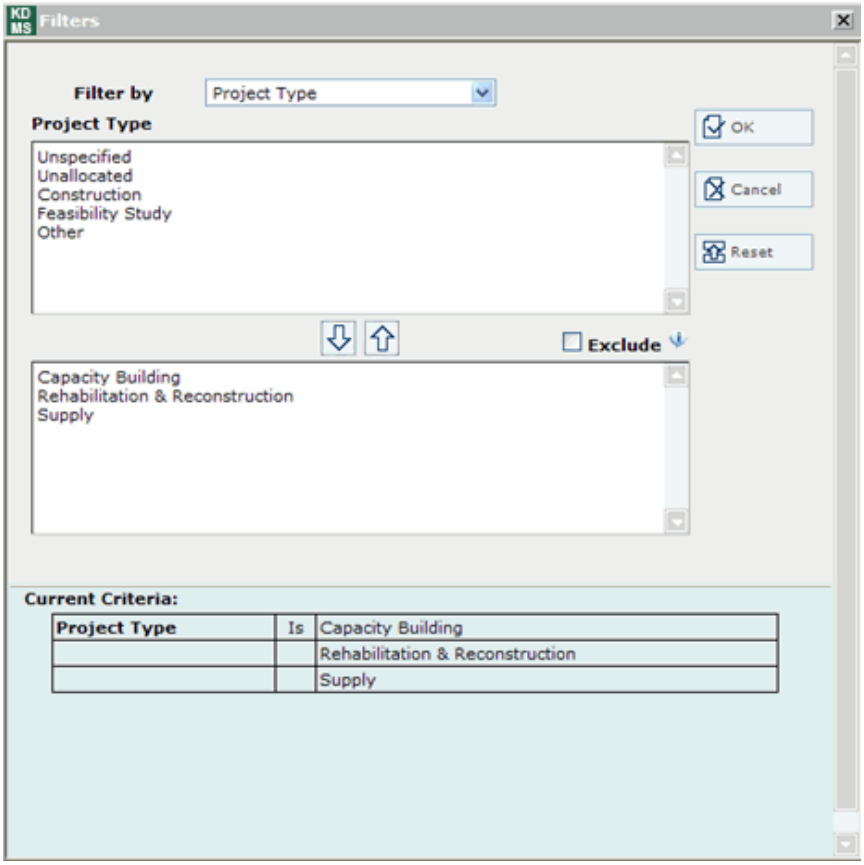


Figure 72: Sample Filtering Criteria

The following search result will appear (Figure 73):

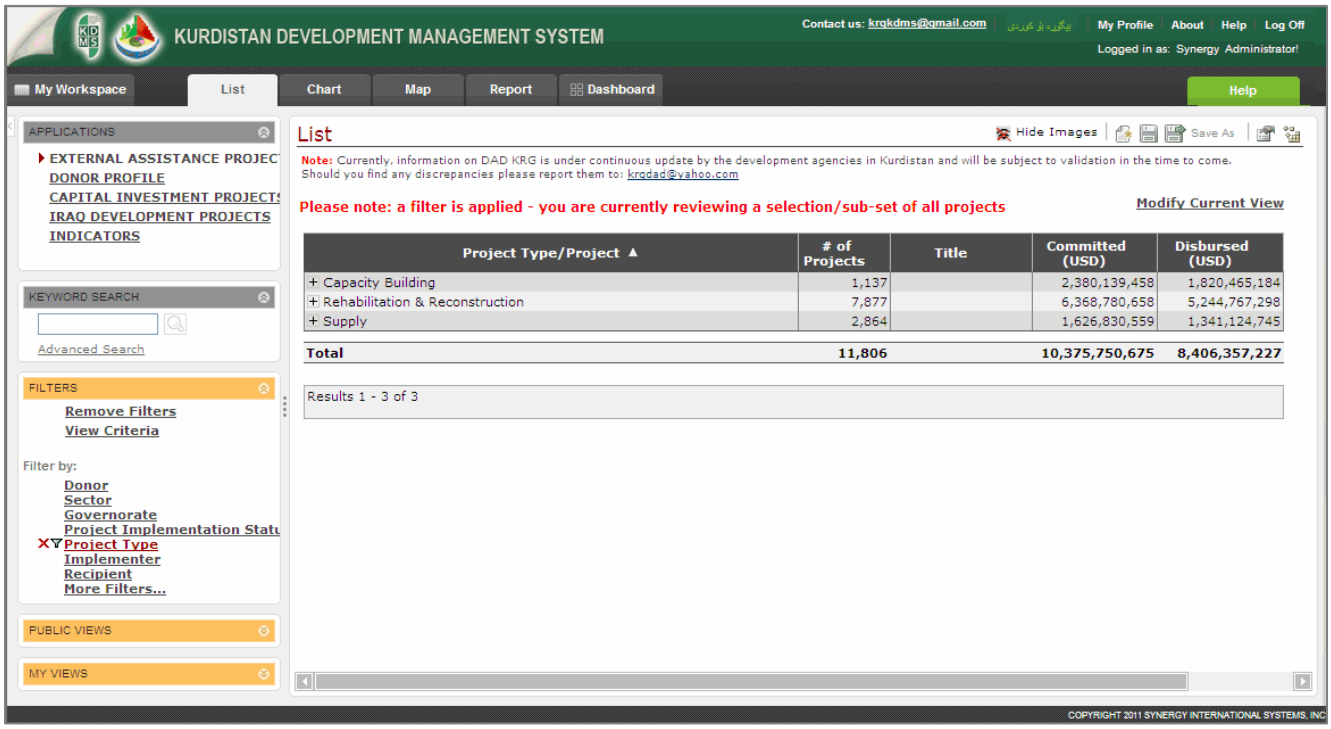


Figure 73: Filtered List

15. SEARCH

The *KDMS* is equipped with a comprehensive search mechanism, which allows searching for any relevant information.

15.1 Simple Search

The simple search interface is available to find any relevant information quickly and easily within the integrated *KDMS* content. Simple search implies that you can type search operators directly into the search box.

15.2 Advanced Search

In addition to providing easy access to the content, *KDMS* application has a number of specific features that is used to find exactly what is looked for. One of these features is advanced search that allows setting different complex conditions using the **Advanced Search Form**. It gives several additional fields which may be used to qualify searches by such criteria as district, sub-sector, project title, etc.

Follow the instructions below to create search criteria:

1. Click the **Advanced Search** link under the *Filters* section. You will then be redirected to the *Filters* section (Figure 74).

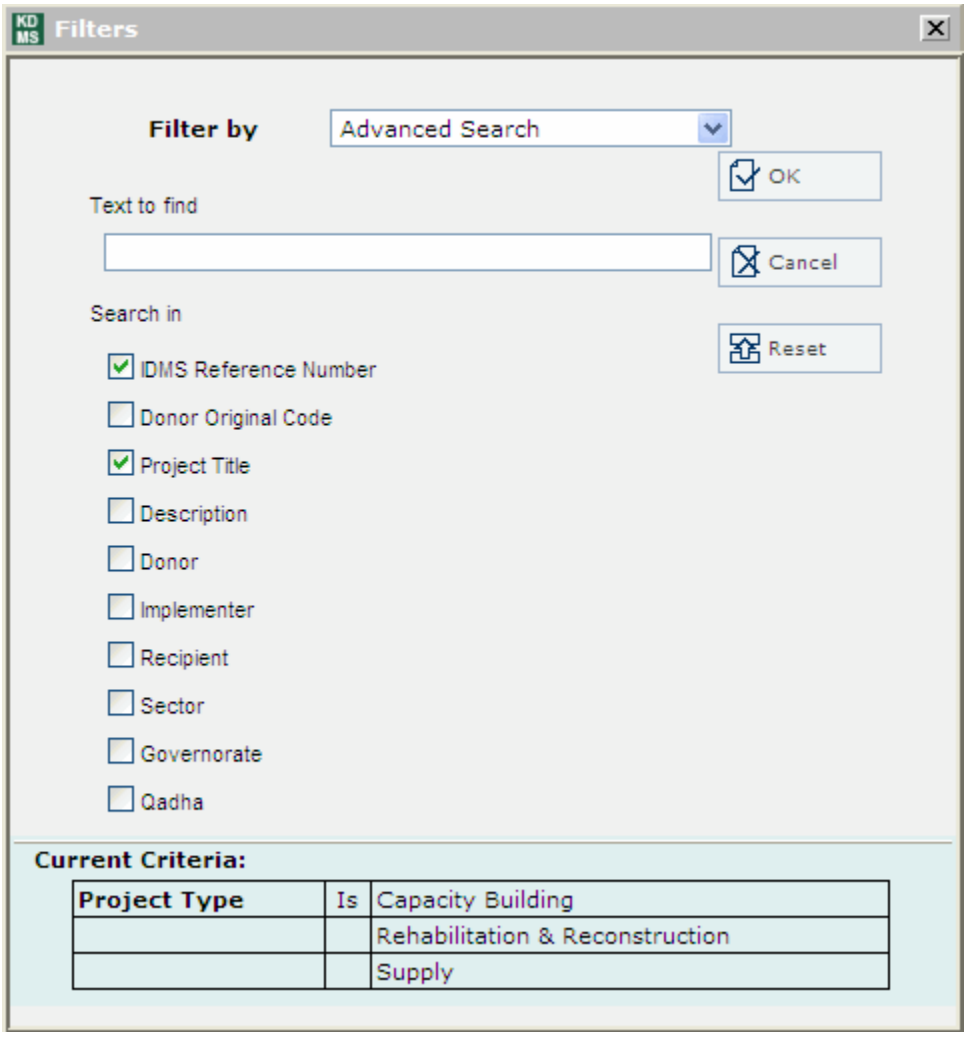


Figure 74: Creating a Search Criteria

2. Define the text to search for in the appropriate field.
3. Specify the fields to look in by selecting the appropriate checkbox(es).
4. Click on the **OK** button to apply the search criteria to the ad-hoc query and to the screen that was active prior to the filtering alterations (i.e. List, Chart, or Map).

Note: The simple search (searching on all fields) is also available at the bottom of the *Filters* section.

15.3 Sample Search Criteria

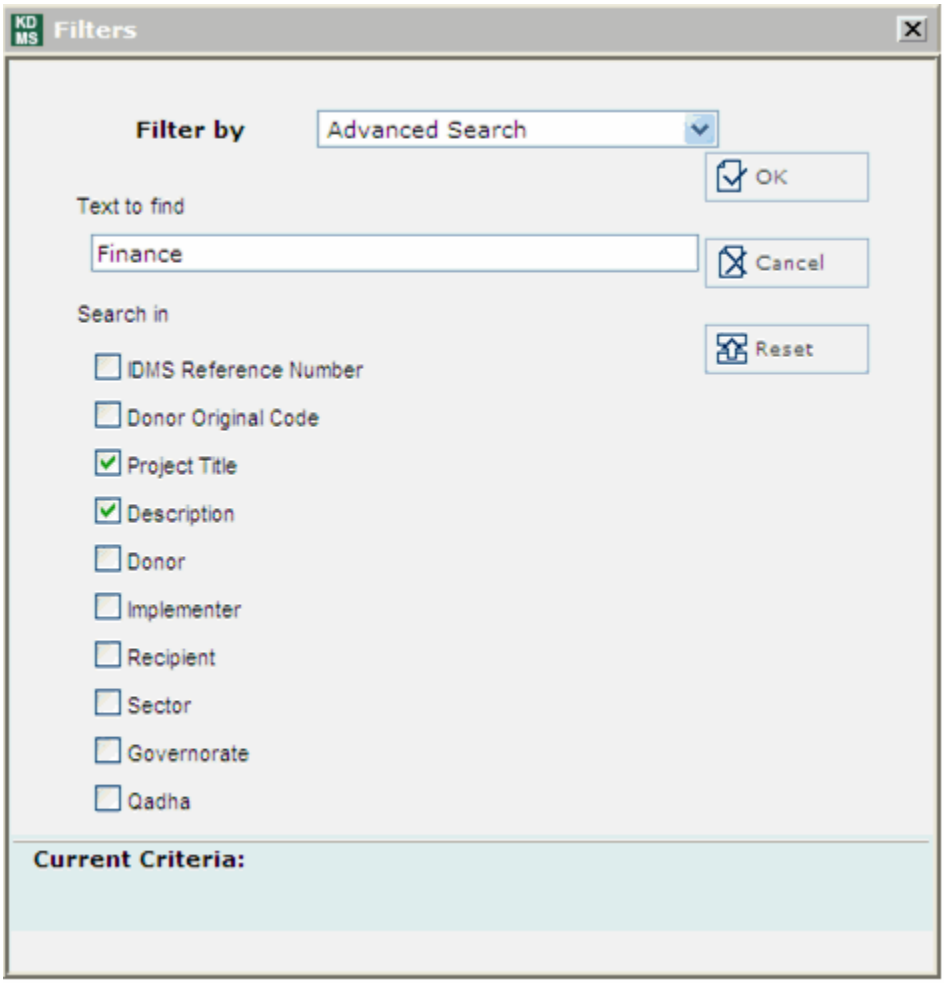


Figure 75: Defining Search Criteria

If you have selected to look for “Finance” among project titles and descriptions (Figure 75), the following search result (Figure 76) will appear.

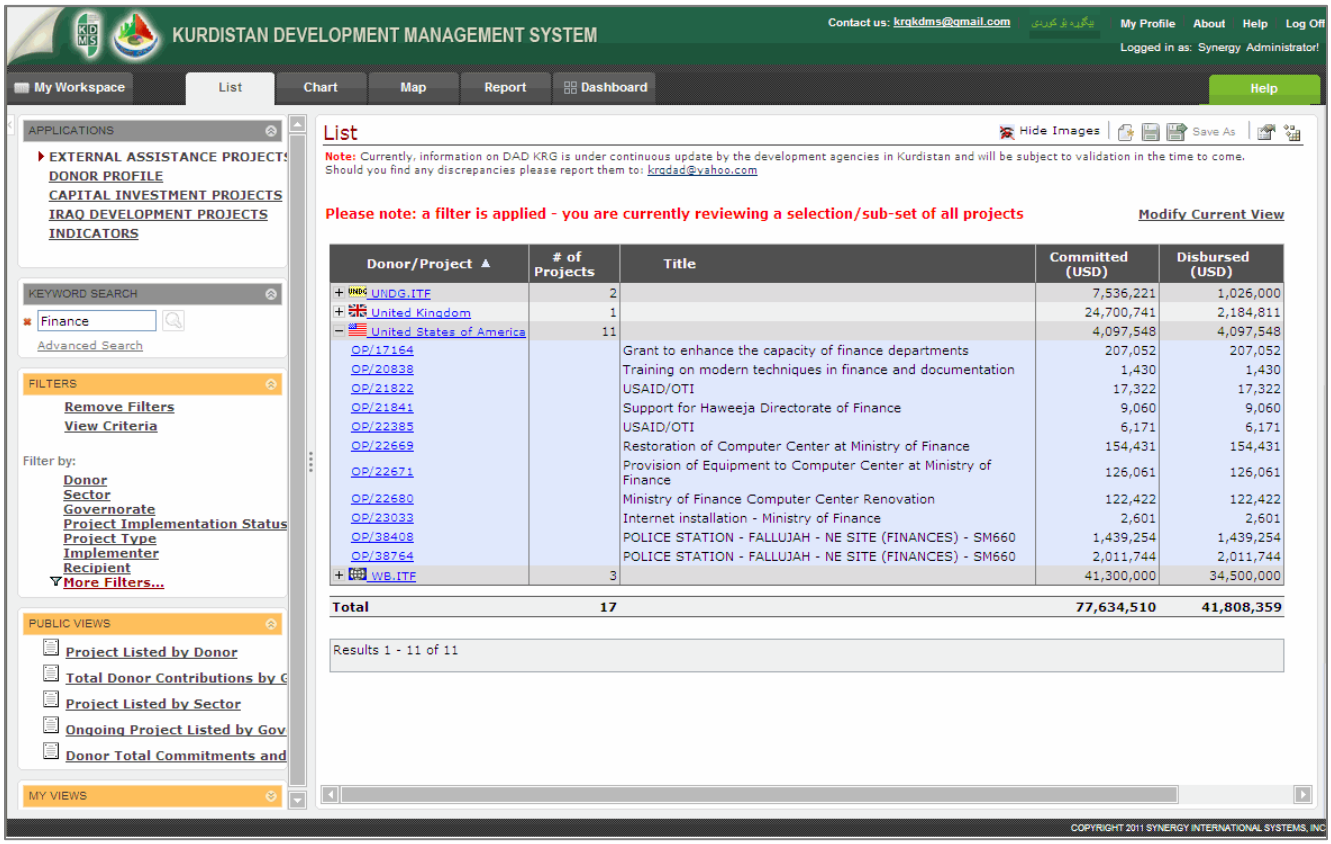

KURDISTAN DEVELOPMENT MANAGEMENT SYSTEM
Contact us: krgkdms@gmail.com
My Profile
About
Help
Log Off
Logged in as: Synergy Administrator!
My Workspace
List
Chart
Map
Report
Dashboard
Help
APPLICATIONS
EXTERNAL ASSISTANCE PROJECTS
DONOR PROFILE
CAPITAL INVESTMENT PROJECTS
IRAQ DEVELOPMENT PROJECTS
INDICATORS
KEYWORD SEARCH
Finance
Advanced Search
FILTERS
Remove Filters
View Criteria
Filter by:
Donor
Sector
Governorate
Project Implementation Status
Project Type
Implementer
Recipient
More Filters...
PUBLIC VIEWS
Project Listed by Donor
Total Donor Contributions by G
Project Listed by Sector
Ongoing Project Listed by Gov
Donor Total Commitments and
MY VIEWS
List
Hide Images
Save As
Note: Currently, information on DAD KRG is under continuous update by the development agencies in Kurdistan and will be subject to validation in the time to come.
Should you find any discrepancies please report them to: krgdad@yahoo.com
Please note: a filter is applied - you are currently reviewing a selection/sub-set of all projects
Modify Current View
Donor/Project
# of Projects
Title
Committed (USD)
Disbursed (USD)
UNDG.ITF 2 7,536,221 1,026,000
United Kingdom 1 24,700,741 2,184,811
United States of America 11 4,097,548 4,097,548
OP/17164 Grant to enhance the capacity of finance departments 207,052 207,052
OP/20838 Training on modern techniques in finance and documentation 1,430 1,430
OP/21822 USAID/OTI 17,322 17,322
OP/21841 Support for Haweeja Directorate of Finance 9,060 9,060
OP/22385 USAID/OTI 6,171 6,171
OP/22669 Restoration of Computer Center at Ministry of Finance 154,431 154,431
OP/22671 Provision of Equipment to Computer Center at Ministry of Finance 126,061 126,061
OP/22680 Ministry of Finance Computer Center Renovation 122,422 122,422
OP/23033 Internet installation - Ministry of Finance 2,601 2,601
OP/38408 POLICE STATION - FALLUJAH - NE SITE (FINANCES) - SM660 1,439,254 1,439,254
OP/38764 POLICE STATION - FALLUJAH - NE SITE (FINANCES) - SM660 2,011,744 2,011,744
WB.ITF 3 41,300,000 34,500,000
Total 17 77,634,510 41,808,359
Results 1 - 11 of 11
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Figure 76: Search Results

16. LOGGING OUT

Once you have finished using the application it is necessary to log out. In order to log out from the application, select the *Log Off* option in the upper right corner of the application window.

17. REFERENCES

Please refer to the following *KDMS* related documents:

- KDMS External Assistance Projects Application User Manual
- KDMS Capital Investments Projects Application User Manual
- KDMS Donor Profile Application User Manual
- KDMS Indicator Application User Manual
- KDMS Administration Center User Manual